




MEMORANDUM CIRCULAR NO. 115
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Dean of the College of Veterinary Medicine


FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 30, 2024

To ensure continuity and effective leadership in the event that the Dean of the Veterinary Medicine is out of the office due to official travel, business, or any other reason, it is crucial for our university to have a clear succession plan in place. The undersigned would like to outline the succession order of Officers-in-Charge (OICs) to be followed in such circumstances:

1. Head of the Department of Veterinary Paraclinical Sciences
2. Head of the Department of the Veterinary Basic Sciences
3. College Secretary

As such, the Head of the Dept. of Veterinary Paraclinical Sciences shall automatically serve as the OIC in the absence of the Dean; the Head of the Dept. of Veterinary Basic Sciences in the absence of the Dean and Head of the Dept. of Veterinary Paraclinical Sciences; and the College Secretary in the absence of the Dean, Head of the Dept. of Veterinary Paraclinical Sciences and Head of the Dept. of Veterinary Basic Sciences.

This designation enjoins you to perform and manage the day-to-day operations of the office and discharge its functions. You shall consult her on critical matters before a decision is made especially those that compromise the University.

Moreover, you shall represent her or the office during meetings, conference and those important activities during her absence.

For you information and usual support.