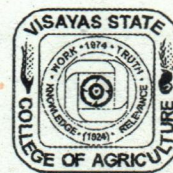


# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines

Office of the President



3 January 2001

**MEMORANDUM CIRCULAR NO. 02**  
Series of 2001

**T O: All Unit/Office/Department Heads and Center Directors**

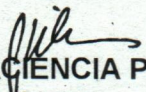
**R E: Guidelines in the Designation of Officer-in-Charge**

As a matter of standing policy, the head of a unit can leave his/her office either to go out on official travel or on approved leave of absence. During his/her absence, the office has to function smoothly. Thus, the need for him/her to be represented by somebody who can maintain the stature and image of that office. The OIC must also be able to communicate the office programs, if necessary. He should not be appointed to do only the ministerial functions of signing documents and attending meetings merely for attendance purposes but should be expected to perform the functions of the official he/she is representing and to be able to contribute in a collegial discussion without necessarily making commitments that only the appointed head can make.

The herein guidelines are therefore laid to guide office or unit heads and center directors in making the choice of designating OICs during their short absence:

1. Only senior staff should be designated in key offices such as OVPA, OVPA, ODI, OGS, ODRD and ODEX. This means that the one designated need not come from said office but may come from other units/center/departments as long as the designated OIC is qualified and willing to serve as such during the period of designation.
2. One staff should accept only one OIC designation to temporarily look after the activities of the office and to sign documents, when needed.
3. An OIC should report to the office where he/she is designated to look after the activities of the office and to sign documents unless other arrangements have been approved by the Office of the President.
4. An appointment for the purpose of OIC designation should be made in writing at all times and approved by the Office of the President with written acceptance by the designated OIC. An automatic designation is extremely discouraged.
5. Designation of OIC in other offices shall depend on the need of said office. For example, an OIC of Cash Division must know the ins and outs of said office and shall be accountable for all monetary transactions. Hence, the requirement in #1 need not be followed in this instance.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President