



MEMORANDUM CIRCULAR NO. 120

Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Department Head of Mechanical Engineering

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 31, 2024

To ensure continuity and effective leadership in the event that the Head, Dept. of Mechanical Engineering 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. Engr. Ronard G. Pana
2. Engr. Ayrton John V. Bantay
3. Engr. Edgardo C. Ochavillo
4. Engr. Mark Anthony S. Arcayan
5. Engr. Inigo Ezekiel Q. Cabase

As such, Engr. Pana shall automatically serve as the OIC in the absence of the Head; Engr. Bantay in the absence of the Head and Engr. Pana; Engr. Ochavillo in the absence of the Head, Engr. Pana and Engr. Bantay; Engr. Arcayan in the absence of the Head, Engr. Pana, Engr. Bantay and Engr. Ochavillo and Engr. Cabase in the absence of the Head, Engr. Pana, Engr. Bantay, Engr. Ochavillo and Engr. Arcayan.

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.