



MEMORANDUM CIRCULAR NO. 131

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 Engineering and Technology

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 4, 2024

To ensure continuity and effective leadership in the event that the Dean of the CET 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 Dept. of Civil Engineering
2. Head of the Dept. of Geodetic Engineering
3. Head of the Dept. of Computer Science and Technology
4. Head of the Dept. of Agricultural and Biosystems Engineering
5. Head of the Dept. of Meteorology
6. Head of the Dept. of Mechanical Engineering

As such, the Head of the DCE shall automatically serve as the OIC in the absence of the Dean; the Head of the GE in the absence of the Dean and Head of the DCE; the Head of the DCST in the absence of the Dean, DCE Head and DGE Head; the Head of DABE in the absence of the Dean, DCE Head, DGE Head, and DCST Head; the Head of the Meteorology in the absence of the Dean, DCE Head, DGE Head, DCST Head, and DABE Head; and the DME Head in the absence of the Dean, DCE Head, DGE Head, DCST Head, DABE Head and Meteorology Head.

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 your information and usual support.