



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM CIRCULAR NO. 238
Series of 2024

TO: All Concerned

RE: Succession Order of Officers-in-Charge in the Absence of the ICTMC Head

FROM: DR. PROSE IVY G. YEPES
University President

DATE: October 23, 2024

To ensure continuity and effective leadership in the event that the Head of ICTMC 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. Mr. Norman O. Villas - for ICTMC and MIS
2. Mr. Joshua Mhel Boncalon - for MIS
3. Mr. Jerome Godoy - for ICTMC

As such, Mr. Villas shall automatically serve as the OIC of the ICTMC and MIS in the absence of the Head; Mr. Boncalon shall serve as the OIC of the MIS in the absence of Mr. Villas and the Head; and Mr. Godoy shall serve as the OIC of the ICTMC in the absence of Mr. Villas and the Head.

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

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

For your information and usual support.

OFFICE OF THE PRESIDENT

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