



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 193
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the University Registrar

FROM: DR. PROSE IVY G. YEPES
University President

DATE: August 28, 2024

To ensure continuity and effective leadership in the event that the University Registrar 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. Homer Lois P. Napoles – Registrar II
2. Ms. Joan Rosemarie A. Banzon – School Credits Evaluator

As such, the Registrar II shall automatically serve as the OIC in the absence of the University Registrar; and the School Credits Evaluator in the absence of the Registrar II and the University Registrar.

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

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000

