

**MEMORANDUM CIRCULAR NO. 133**

Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the Head of the General Services Office**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: June 11, 2024**

To ensure continuity and effective leadership in the event that the Head of the General Services Office 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, Records and Archives Office
2. Head, Cash Office
3. Director, Human Resource and Management Office

As such, the Head of the Records and Archives Office shall automatically serve as the OIC in the absence of the GSO Head; the Head of the Cash Office in the absence of the GSO Head and Head of the Records and Archives Office; and the Director of the Human Resource and Management Office in the absence of the GSO Head, Head of the Records and Archives Office and Head of the Cash Office.

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

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

For your information and usual support.