



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM CIRCULAR NO. 248**  
Series of 2024

**TO: All Concerned**

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

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

**DATE: October 31, 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. Registrar III
2. Registrar II
3. School Credit Evaluator

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

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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