




**MEMORANDUM CIRCULAR NO. 126**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the Vice President for Administration and Finance**

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

**DATE: June 6, 2024**

To ensure continuity and effective leadership in the event that the Vice President for Administration and Finance 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. Director for Finance Management Office
2. Director for Administrative Services Office
3. Director for Human Resource Management Office
4. Director for Physical Plant Office

As such, the FMO Director shall automatically serve as the OIC in the absence of the VPAF; the ASO Director in the absence of the VPAF and FMO Director; the HRMO Director in the absence of the VPAF, FMO Director, ASO Director; and the PPO Director in the absence of the VPAF, FMO Director, ASO Director and HRMO Director.

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.