



**MEMORANDUM CIRCULAR NO. 122**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the Chief of Hospital**

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

**DATE: June 4, 2024**

To ensure continuity and effective leadership in the event that the Chief of Hospital 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. Dr. Merry Christ'l S. Guinocor
2. Mrs. Doris P. Braganza
3. Mrs. Cindy R. Fruto
4. Dr. Maria Belen J. Buzon

As such, Dr. Guinocor shall automatically serve as the OIC in the absence of the Chief of Hospital; Mrs. Braganza in the absence of the Chief of Hospital and Dr. Guinocor; Mrs. Fruto in the absence of the Chief of Hospital, Dr. Guinocor and Mrs. Braganza; and Dr. Buzon in the absence of the Chief of Hospital, Dr. Guinocor, Mrs. Braganza and Mrs. Fruto.

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

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

For you information and usual support.