



OP MEMORANDUM NO. 471
Series of 2024

TO: DR. IVY C. EMNACE, Director for Research
DR. ANTONIO P. ABAMO, Director for Extension
DR. FELICIANO G. SINON, Director for Innovation

RE: Designation as Officers-In-Charge, Office of the Vice President for Research, Extension, and Innovation


FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 29, 2024

In the interest of service and in view of the official travels of the Vice President for Research, Extension, and Innovation needs to attend/respond outside the station and/or approval leave of absence, you are hereby designated as Officer-in-Charge of the Office on the following order effective immediately upon receipt of this OP Memorandum Order until revoked:

1. **Director for Research**
2. **Director for Extension**
3. **Director for Innovation**

As such, the Director for Research shall automatically serve as the OIC in the absence of the Vice President; and the Director for Extension in the absence of the Vice President and Director for Research and; the Director for Innovation in the absence of the Vice President, Director for Research, and Director for Extension.

This designation enjoins you to perform and manage the day-to-day activities of the Office and discharge its functions. You shall consult him on critical matters before a decision be made especially those that compromise the University. Moreover, you will represent him or the Office during meetings, conferences and other important activities during his absence.

Anent to this, VPREI shall inform the concerned OICs regarding this matter to ensure continuing of the operation.

For your guidance and usual compliance.

Cc: File
VPREI
All Offices