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**OFFICE OF THE
PRESIDENT**



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MEMORANDUM CIRCULAR NO. 123

Series of 2024

TO: All Faculty and Staff

**RE: Succession Order of Officers-in-Charge in the Absence of the Vice President
for Student Affairs and Services**

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 10, 2024

To ensure continuity and effective leadership in the event that the Vice President for Student Affairs and Services 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. Dean of Students
2. Head, Admissions Office
3. Director for Quality Assurance

As such, the Dean of Students shall automatically serve as the OIC in the absence of the VPSAS; the Head of the Admissions Office in the absence of the VPSAS and Dean of Students; and the Director for Quality Assurance in the absence of the VPSAS, Dean of Students and Head of Admissions Office.

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.