



MEMORANDUM CIRCULAR NO. 119
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Dean of the College of Forestry and Environmental Science

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 31, 2024

To ensure continuity and effective leadership in the event that the Dean of the College of Forestry and Environmental Science 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. College Secretary
2. Head, Department of Forest Science
3. Director, Institute of Tropical Ecology and Environmental Management

As such, the College Secretary shall automatically serve as the OIC in the absence of the CFES Dean; the Head of the DFS in the absence of the Dean and College Secretary; and the Director, ITEEM in the absence of the Dean, College Secretary, and Head of DFS.

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 you information and usual support.