



MEMORANDUM CIRCULAR NO. 141
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Director, ARIC


FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 24, 2024

To ensure continuity and effective leadership in the event that the Director of ARIC 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. Ms. Chinelo M. Cardaño - Faculty, ARIC
2. Ms. Sarah Jean C. Sugano - Faculty, ARIC

As such, Ms. Cadaño shall automatically serve as the OIC in the absence of the ARIC Director; and Ms. Sugano in the absence of the ARIC Director and Ms. Cardaño.

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.