



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 162
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Director for Research

FROM:  DR. PROSE IVY G. YEPES
University President

DATE: July 29, 2024

To ensure continuity and effective leadership in the event that the Director for Research 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. Director, RCCRDC
2. Director, NCRC
3. Director, DA-Biotech
4. Director, Eco-FARMI

As such, the Director for RCCRDC shall automatically serve as the OIC in the absence of the Director for Research; the Director for NCRC in the absence of the Director for Research and Director for RCCRDC; the Director for DA-Biotech in the absence of the Director for Research, Director for RCCRDC and Director for NCRC; and the Director for Eco-FARMI in the absence of the Director for Research, Director for RCCRDC, Director for NCRC and Director for DA-Biotech.

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

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

For your information and usual support.

OFFICE OF THE PRESIDENT

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