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STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM CIRCULAR NO. 206**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the PhilRootcrops Assistant Director**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: September 11, 2024**

To ensure continuity and effective leadership in the event that the Assistant Director of PhilRootcrops 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. Dr. Ladie Anne P. Conde
2. Dr. James A. Patindol

As such, Dr. Conde shall automatically serve as the OIC in the absence of the Assistant Director; and Dr. Patindol in the absence of Dr. Conde and the Assistant Director.

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**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



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