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**OFFICE OF THE
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MEMORANDUM CIRCULAR NO. 127
Series of 2024

TO: All Faculty and Staff

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

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 11, 2024

To ensure continuity and effective leadership in the event that the NSTP Director 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. CWTS Coordinator (Dept. of Business Management)
2. CWTS Team Coordinator (Dept. of Teacher Education)
3. CWTS Team Coordinator (Dept. of Philosophy and Social Science)

As such, the CWTS Coordinator (DBM) shall automatically serve as the OIC in the absence of the Director; CWTS Team Coordinator (DTE) in the absence of the Director and CWTS Coordinator (DBM); and the CWTS Team Coordinator in the absence of the Director, CWTS Coordinator (DBM) and CWTS Team Coordinator (DTE).

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 her or the office during meetings, conference and those important activities during ~~his~~ absence.

For your information and usual support.

OFFICE OF THE PRESIDENT

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