



**MEMORANDUM CIRCULAR NO. 130**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the Director for Administrative Services Office**

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

**DATE: June 3, 2024**

To ensure continuity and effective leadership in the event that the Director for Administrative Services Office 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 for Human Resource and Management Office
2. Head for Cash Office
3. Head for Records and Archives Office

As such, the Director for HRMO shall automatically serve as the OIC in the absence of the Director for ASO; the Head for Cash Office in the absence of the Director for ASO and Director for HRMO; and the Head for RAO in the absence of the Director for ASO, Director for HRMO and Head for Cash Office.

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 your information and usual support.