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STATE UNIVERSITY

**OFFICE OF THE
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MEMORANDUM CIRCULAR NO. 205
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TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the International Affairs Office Head

FROM: DR. PROSE IVY G. YEPES
University President

DATE: September 10, 2024

To ensure continuity and effective leadership in the event that the IAO Head 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 Quality Assurance
2. Head, UIMC
3. Executive Assistant

As such, the Director for Quality Assurance shall automatically serve as the OIC in the absence of the IAO Head; the Head of UIMC in the absence of the QA Director and the IAO Head; and the Executive Assistant in the absence of the QA Director, UIMC Head and the IAO Head.

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.

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Page 1 of 1
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