



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM CIRCULAR NO. 136**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the Dean of the College of Management and Economics**

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

**DATE: June 18, 2024**

To ensure continuity and effective leadership in the event that the Dean of the College of Management and Economics 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. Head Department of Business and Management
2. Head, Department of Economics
3. Head, Department of Tourism and Hospitality Management

As such, the Head of the Dept. of Business and Management shall automatically serve as the OIC in the absence of the Dean; the Head of the Dept. of Economics in the absence of the Dean and Head of the Dept. of Business and Management; and the Head of the Dept. of Tourism and Hospitality Management in the absence of the Dean, Head of the Dept. of Business and Management and Head of the Dept. of Economics.

This designation enjoins you to perform and manage the day-to-day operations of the office and discharge its functions. You shall consult her 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 her absence.

For your information and usual support.