



**MEMORANDUM CIRCULAR NO. 129**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge for units under the Office of the Vice President for Planning, Resource Generation and Auxiliary Services**

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

**DATE: June 3, 2024**

To ensure continuity and effective leadership in the event that the Office 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:

**Office of the VP for Planning, Resource Generation and Auxiliary Services**

- OIC 1. Head, Planning Office
- OIC 2. Director, Center for Continuing Education
- OIC 3. Director, Resource Generation and Auxiliary Services Office
- OIC 4. Director, Planning & Infrastructure Project Development and Monitoring Office
- OIC 5. Head, Alumni and Community Relations Office

**Planning, Infrastructure Project Development and Monitoring Office**

- OIC 1. Head, Planning Office
- OIC 2. Head, Alumni and Community Relations Office

**Resource Generation & Auxiliary Services & the IGP Office**

- OIC 1. Director, NSTP Office
- OIC 2. Project Manager, VSU Accommodation Units
- OIC 3. Supervisor, Food and Beverage Service

**Center for Continuing Education**

- OIC 1. Head, Alumni and Community Relations Office
- OIC 2. Head, Planning Office

**Alumni Community Relations Office**

- OIC 1. Director, Center for Continuing Education
- OIC 2. Ms. Doryn Jan L. Avila, Instructor III, DBM
- OIC 3. Ms. Maria Fatima Chaviez, Admin Assistant II, ACRO

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.