



MEMORANDUM CIRCULAR NO. 125
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Director for Quality Assurance Center

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 Quality Assurance Center 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. Lead Internal Quality Auditor, QAC
2. Quality Management Officer, VPSAS
3. Assistant Risk Manager, Planning Officer

As such, the Lead IQA shall automatically serve as the OIC in the absence of the QAC Director; the QMO in the absence of the QAC Director and Lead IQA; and the Assistant Risk Manager in the absence of the QAC Director, Lead IQA and the QMO.

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 ~~her~~ absence.

For your information and usual support.