



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM CIRCULAR NO. 227**  
Series of 2024

**TO: All Concerned**

**RE: Succession Order of Officers-in-Charge in the Absence of the VSU DYDC-FM Station Manager**

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

**DATE: October 10, 2024**

To ensure continuity and effective leadership in the event that the Station Manager 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. Broadcast Production Supervisor
2. Broadcast Program Producer Announcer II
3. Radio Engineer

As such, the Broadcast Production Supervisor shall automatically serve as the OIC in the absence of the Station Manager; the Broadcast Program Producer Announcer II in the absence of the Station Manager and Broadcast Production Supervisor; and the Radio Engineer in the absence of the Station Manager, Broadcast Production Supervisor and the Broadcast Program Producer Announcer II.

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.

**OFFICE OF THE PRESIDENT**

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