



**MEMORANDUM CIRCULAR NO. 121**  
Series of 2024

**TO: All Faculty and Staff**

**RE: Succession Order of Officers-in-Charge in the Absence of the Data Protection Officer**

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

**DATE: June 3, 2024**

To ensure continuity and effective leadership in the event that the Data Protection Officer 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. Ms. Maria Roberta S. Miraflor
2. Engr. Sean O. Villagonzalo
3. Mr. Norman O. Villas

As such, Ms. Miraflor shall automatically serve as the OIC in the absence of the DPO; Engr. Villagonzalo in the absence of the DPO and Ms. Miraflor; and Mr. Villas in the absence of the DPO, Ms. Miraflor and Engr. Villagonzalo.

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 you information and usual support.