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STATE UNIVERSITY

**OFFICE OF THE  
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**MEMORANDUM CIRCULAR NO. 217**  
Series of 2024

**TO: All Concerned**

**RE: Succession Order of Officers-in-Charge in the Absence of the Head for Culture and Arts Center**

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

**DATE: September 21, 2024**

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

1. Mr. Jesus Freddy Baldos (GS-Open U)
2. Dr. Rizalina D. Truya (DTE)

As such, Mr. Baldos shall automatically serve as the OIC in the absence of the Head; and Dr. Truya in the absence of Mr. Baldos and the Head.

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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Page 1 of 1  
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