



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 265
Series of 2024

TO: All Concerned

RE: Succession Order of Officers-in-Charge in the Absence of the Budget Office Head

FROM:  DR. PROSE IVY G. YEPES
University President

DATE: November 21, 2024

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

1. Ms. Erly S. Esguerra - Admin. Officer IV
2. Ms. Mona Nena B. Gerlado - Admin. Officer II

As such, the AO IV shall automatically serve as the OIC in the absence of the Head; and the AO II in the absence of the Head and AO IV.

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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