



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM CIRCULAR NO. 15
Series of 2025

TO: All Concerned

RE: Succession Order of Officers-in-Charge in the Absence of the Head for Records Management and Archives

FROM: PROSE IVY G. YEPES, EdD
University President

DATE: January 15, 2025

To ensure continuity and effective leadership in the event that the 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. Head, Cashiering *01/22/25*
2. Head, Procurement *1/22/25*
3. Head, Supply and Property Management *1/22/25*

As such, the Head, Cashiering shall automatically serve as the OIC in the absence of the Head, Records Management and Archives; the Head, Procurement in the absence of the Head, Records Management and Archives and the Head, Cashiering; and the Head, Supply and Property Management in the absence of the Head, Records Management and Archives, the Head, Cashiering and the Head, Procurement.

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 him/her or the office during meetings, conference and those important activities during her absence.

For you information and usual support.

OFFICE OF THE PRESIDENT

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