



MEMORANDUM CIRCULAR NO. 114
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Dean of the College of Arts and Sciences

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 5, 2024

To ensure continuity and effective leadership in the event that the Dean of the College of Arts and Sciences 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, Department of Physics
2. Head, Department of Statistics
3. Head, Department of Philosophy and Social Sciences
4. Head, Department of Biotechnology
5. Head, Department of Arts, Languages, and Literature
6. Head, Department of Mathematics
7. Head, Department of Biological Sciences
8. Head, Department of Pure and Applied Chemistry

As such, the Head for Department of Physics shall automatically serve as the OIC in the absence of the Dean; the Head of the Dept. of Statistics in the absence of the Dean and Head of Physics, the Head of the Dept. of Philosophy and Social Science in the absence of the Dean, Head, Dept. of Physics and Head, Dept of Statistics; the Head of the Dept. of Biotechnology on the absence of the Dean, Head, Dept. of Physics, Head, Dept. of Statistics and Head, DPSS; the Dept. Head of DALL in the absence of the Dean, Head, Dept. of Physics, Head, Dept. of Statistics and Head, DPSS and Head, Biotechnology; the Dept. Head of Mathematics in the absence of the Dean, Head, Dept. of Physics, Head, Dept. of Statistics and Head, DPSS and Head, Biotechnology and Head, DALL; the Dept. Head of Biological Sciences in the absence of the Dean, Head, Dept. of Physics, Head, Dept. of Statistics and Head, DPSS and Head, Biotechnology and Head, DALL and Head, Mathematics; the Dept. Head of Pure and Applied Chemistry in the absence of the Dean, Head, Dept. of Physics, Head, Dept. of Statistics, Head, DPSS and Head, Biotechnology, Head, DALL, Head, Mathematics and Head, Biological Sciences.

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.

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Moreover, you shall represent her or the office during meetings, conference and those important activities during her absence.

For you information and usual support.