



VISAYAS
STATE UNIVERSITY


**OFFICE OF THE
PRESIDENT**



MEMORANDUM CIRCULAR NO. 156
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Head of the Department of Biotechnology

FROM:  DR. PROSE IVY G. YEPES
University President

DATE: July 12, 2024

To ensure continuity and effective leadership in the event that the Head of the Dept. of Biotechnology 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. Dr. Ma. Theresa P. Loreto | - Associate Professor V |
| 2. Dr. Marciana B. Galambao | - Associate Professor III |
| 3. Ms. Donna Christene Q. Ramos | - Instructor III |

As such, Dr. Loreto shall automatically serve as the OIC in the absence of the Head; Dr. Galambao in the absence of the Head and Dr. Loreto; and Ms. Ramos in the absence of the Head, Dr. Loreto and Dr. Galambao.

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

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000

