



MEMORANDUM CIRCULAR NO. 118
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Vice President for Academic Affairs

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 30, 2024

To ensure continuity and effective leadership in the event that the Vice President for Academic Affairs 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. Director for Instruction and Evaluation
2. Dean, College of Arts and Sciences
3. Dean, Graduate School

As such, the Director for Instruction and Evaluation shall automatically serve as the OIC in the absence of the VPAA; the Dean of CAS in the absence of the VPAA and Director for Instruction and Evaluation; and the Dean of the GS in the absence of the VPAA, Director for Instruction and Evaluation and Dean for the CAS.

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

For you information and usual support.