

MEMORANDUM CIRCULAR NO. 218
Series of 2024

TO: All Concerned

RE: Succession Order of Officers-in-Charge in the Absence of the Director for Extension

FROM: DR. PROSE IVY G. YEPES
University President

DATE: September 17, 2024

To ensure continuity and effective leadership in the event that the Extension Director 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, Research
2. Director, Innovation
3. Science Research Specialist I

As such, the Director for Research shall automatically serve as the OIC in the absence of the Extension Director; the Director for Innovation in the absence of the Research Director and Extension Director; and the Science Research Specialist I in the absence of the Research Director, Innovation Director and the Extension Director.

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.

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