



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM CIRCULAR NO. 135
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Director, EV-Biotech Center

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 18, 2024

To ensure continuity and effective leadership in the event that the Director, EV-Biotech Center 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. Ms. Chinelo M. Cardano | - Faculty, ARIC |
| 2. Dr. James A. Patindol | - Director, ARIC |
| 3. Ms. Sarah Jean C. Sugano | - Faculty, ARIC |
| 4. Ms. Donna Christene Q. Ramos | - Faculty, Dept. of Biotechnology |
| 5. Mr. Lourd Franz M. Gabunada | - Head, Dept. of Biotechnology |

As such, Ms. Cardano shall automatically serve as the OIC in the absence of the Director, EV-Biotech Center; Dr. Patindol in the absence of the Director of EV-Biotech Center and Ms. Cardano; Ms. Sugano in the absence of the Director, EV-Biotech Center, Ms. Cardano and Dr. Patindol; Ms. Ramos in the absence of the Director, Ms. Cardano, Dr. Patindol and Ms. Sugano; and Mr. Gabunada in the absence of the Director, Ms. Cardano, Dr. Patindol, Ms. Sugano and Ms. Ramos.

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 your information and usual support.

OFFICE OF THE PRESIDENT

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