




MEMORANDUM CIRCULAR NO. 124
Series of 2024

TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the Director for Human Resource Management Office

FROM:  DR. PROSE IVY. G YEPES
University President

DATE: June 3, 2024

To ensure continuity and effective leadership in the event that the Director for Human Resource Management Office 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, Recruitment, Selection, Placement and Personnel Records Office (RSPPRO)
2. Head, Learning, Development and Human Resource Accreditation Office (LDHRAO)
3. Head, Payroll and Leave Benefits Office (PLBO)
4. Director, Administrative Services Office (ASO)

As such, the RSPPRO Head shall automatically serve as the OIC in the absence of the Director; the LDHRAO Head in the absence of the Director and RSPPRO Head; the PLBPO Head in the absence of the Director, RSPPRO Head and PLBO Head; and the ASO Director in the absence of the HRMO Director, RSPPRO Head, LDHRAO Head and PLBO Head.

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.