



MEMORANDUM CIRCULAR NO. 94
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TO: All Faculty and Staff

RE: Succession Order of Officers-in-Charge in the Absence of the University President

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 13, 2024

To ensure continuity and effective leadership in the event that the University President 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. Vice President for Academic Affairs
2. Vice President for Administration and Finance
3. Vice President for Student Affairs and Services
4. Vice President for Planning, Resource Generation, and Auxiliary Services
5. Vice President for Research, Extension, and Innovation

As such, the VP for Academic Affairs shall automatically serve as the OIC in the absence of the University President; the VP for Administration and Finance in the absence of the University President and VPAA, the VP for Student Affairs and Services in the absence of the University President, VPAA and VPAF; the VP for Planning, Resource Generation and Auxiliary Services in the absence of the University President, VPAA, VPAF, VPSAS and the VP for Research, Extension and Innovation in the absence of the University President, VPAA, VPAF, VPSAS and VPPRGAS.

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.

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