



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



Management
System
ISO 9001:2015
www.tuv.com
ID 910655749

MEMORANDUM CIRCULAR NO. 203
Series of 2024

TO: All Faculty and Staff

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

FROM: DR. PROSE IVY G. YEPES
University President

DATE: September 5, 2024

To ensure continuity and effective leadership in the event that the RCCRDC 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 Office
2. Dean, College of Forestry and Environmental Science
3. Head, Department of Forest Science

As such, the Director for Research Office shall automatically serve as the OIC in the absence of the RCCRDC Director; the CFES Dean in the absence of the Research Director and the RCCRDC Director; and the DFS Head in the absence of the Research Director, CFES Dean and the RCCRDC 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.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 1
FM-OOP-02
V05 06-06-2024
No. 24-203