



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM CIRCULAR NO. 247**

Series of 2024

**TO: All Concerned**

**RE: Succession Order of Officers-in-Charge in the Absence of the Director for Finance Management**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: October 28, 2024**

To ensure continuity and effective leadership in the event that the Director for Finance Management 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. Supervising Administrative Officer - FMO
2. Accountant III – Accounting Office
3. Accountant II – Accounting Office

As such, the Supervising Admin. Officer shall automatically serve as the OIC in the absence of the FMO Director; the Accountant II in the absence of the Director and Supervising Admin. Officer; and Accountant II in the absence of the FMO Director, Supervising Admin. Officer and Accountant II.

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**

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**FM-OOP-02**  
V05 06-06-2024  
No. 24-247