



Republic of the Philippines

**EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS**

Ormoc City, 6541 Leyte

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OFFICE OF THE EVSU-OC DIRECTOR

**MEMORANDUM**

No. 2, s. 2024


TO: All Department and Office Heads  
FROM: Campus Director  
DATE: 3 January 2024  
SUBJECT: **Performance Evaluation of COS**

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Kindly evaluate the performance of your respective contract of service (COS) staff and submit the results to my office no later than 5pm, Friday, 5 January 2024. Please note that renewal of contracts requires at least a rating of “satisfactory”. Please rate your staff accordingly then.

Please be guided accordingly.

BY AUTHORITY OF THE UNIVERSITY PRESIDENT  
Per Special Order No. 106, s. 2023

  
**JEFFERY V. OCAY, Ph.D.**  
Director of EVSU Ormoc Campus