



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS
Ormoc City, 6541 Leyte

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 11, s. 2024

TO: All Regular Teaching and Non-teaching Staff

FROM: Campus Director

DATE: 17 January 2024

SUBJECT: Submission of monthly accomplishment reports

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Please note that you need to attach your monthly accomplishment reports to the final version of your IPCR come 30 June 2024. For this reason, I am requiring you to submit to your respective heads your monthly accomplishment report every first week of the month.

Please be guided accordingly.

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


JEFFERY V. OCAJ, PhD
Director of EVSU Ormoc Campus

Copy furnished:

_____ All Department and Office Heads
_____ File, Office of EVSU-OC Director