



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. 12, s. 2024

**TO: All Regular Teaching and part-time faculty**

**FROM: Campus Director**

**DATE: 17 January 2024**

**SUBJECT: Proper usage of electricity and management of appliances**

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Our electric bill for the past two months, as per the report submitted by the Budget Officer, has exceeded 500,000.00 pesos, which is quite alarming given our university's limited funds. This information is also supported by the Maintenance Office report attached to this memorandum. During my once a week round on campus, I consistently observe electric fans and lights left on. Please ensure that appliances and lights are turned off before leaving your respective classrooms after classes. Additionally, please refrain from using lights in the classroom when there are no classes or when on standby. Let's collaborate to help our university by being responsible in conserving electricity and avoiding unnecessary usage for non-essential activities and leisure. Your cooperation in this matter is appreciated for the university's benefit.

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 Concerned  
\_\_\_\_\_ File, Office of EVSU-OC Director