



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

OFFICE OF THE EVSU-OC DIRECTOR

**MEMORANDUM**

No. 16, s. 2024

**TO: Dr. Beatrice D. Mabitad**  
Head, Teacher Education Department

**FROM:** Campus Director

**DATE:** 22 January 2024

**SUBJECT:** Officer-in-charge, Office of the Campus Director

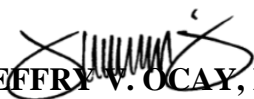
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Pursuant to the policies of the Civil Service Commission (CSC) in line with the mandates of Eastern Visayas State University (EVSU), and in the exigency of the service and to facilitate the regular operation of Eastern Visayas State University – Ormoc Campus (EVSU-OC), you are hereby designated as Officer-In-Charge (OIC) of the Office of the Campus Director on Monday and Wednesday, 5 to 7 February 2024.

As such, you have to represent, act and sign for and in behalf of the Campus Director as well as perform any functions inherent to the position. However, all actions which are policy-determining in nature shall be held in abeyance.

For your information and compliance.

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

  
**JEFFRY V. OCAAY, PhD**  
Director of EVSU Ormoc Campus

*Copy furnished:*

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|--|--|
| _____ Rodriguez, Lyra                  | Head, Business and Management Department |
| _____ Mabitad, Beatrice D.             | Head, Educ. Dep't/ HRMDO                 |
| _____ Capala, Joel M.                  | Head, Engineering Department             |
| _____ Mabitad, Alan Reynaldo           | Head, Industrial Technology Dep't.       |
| _____ Morpos, Joseph Jaymel            | Head, Computer Studies Dep't             |
| _____ Badilla, Rustico B.              | Head, Admin. & Finance.                  |
| _____ File, Office of EVSU-OC Director |  |



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