



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 19 s. 2024

TO : All Department Heads

FROM : Campus Director

DATE : 23 January 2024

SUBJECT : **Turning off of lights and ceiling fans after class**

I just had my first session of my Ethics class today, 5:30pm to 8:30pm at Room 8A, Old Technology Building. After class, I noticed that four (4) rooms in the area have their lights and ceiling fans still turned on even if teachers are already done with their respective classes. To reiterate, please urge your faculty members to do the following after their class:

1. Turn the lights and ceiling fans (including aircon units, if applicable) off;
2. Arrange the armchairs; and
3. If they bring the chairs outside the classroom for group activity purposes, make sure that they return the armchairs inside the classroom.

For your strict compliance.

Sincerely,

DR. JEFFRY OCAY