



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 21, s. 2024

TO: All Department Heads

FROM: Campus Director

DATE: 24 January 2024

SUBJECT: Deadline for Submission of Teaching Load

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During the meeting with the Vice-President for Academic Affairs that I attended on January 18, 2024, VP Morante announced that the deadline for workload submission is February 15, 2024. Due to our distance from the Main Campus, which necessitates long hours of travel and potential circumstances that may hinder us from submitting the documents on the specified date, I request that you submit the teaching load on or before February 12, 2024.

For your guidance and strict compliance.

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


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

Copy furnished:

_____ All concerned offices
_____ File, Office of EVSU-OC Director