



Republic of the Philippines

EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS

Ormoc City - 6541

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 21 s. 2024

TO : Guards on Duty, EVSU Ormoc, Brgy. Don Felipe

FROM : Campus Director

DATE : 29 January 2024

SUBJECT : **Strict implementation of security policies and other security concerns**

In addition to the security policies implemented by the office of **Prof. Jomar Navarro** (and approved by the office of the HRMO Designate, **Dr. Beatrice Mabitad**, and my office) please observe and strictly implement the following starting Thursday, February 1, 2024:¹

1. To not allow all, **without exemption**, non-teaching staff and faculty with designations to exit the campus without the prescribed and duly signed "gate pass";²
2. To close the main gate and lower the boom barrier at all times, and open them only when vehicles enter and exit the campus;³
3. To let all concerned (faculty, staff, students, visitors, and the like) to enter and exit the campus through the small gate intended for persons only;
4. To close the main gate and lower the boom barrier and not allow vehicles to enter and exit the campus during the conduct of the flag raising and flag lowering ceremonies;
5. To rove around the campus regularly during the night, say, at 2 hours interval from 9:00pm to 5:00am, every day;
6. To check classrooms and offices by 9:00pm every day (Mondays through Fridays) and turn off lights, aircons, electric fans, and ceiling fans left open by the faculty and staff. When cases like these are observed, then record the time and classroom number and make a report to my office so I can call the attention of the faculty and staff concerned; and
7. To perform other tasks that my office may request from your end.

For your strict compliance.

Sincerely,

DR. JEFFRY OCAY

Copy furnished:

- All Office and Department Heads
- SSG and SPO

EVSU Ormoc Campus: Forward and Beyond

One Dream, One Hope, One University

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¹ This is when two additional security guards [for a total of four (4) guards] will be stationed in the main gate of EVSU Ormoc, Brgy. Don Felipe.

² Faculty without designations and part-time faculty have flexible schedules; hence, they can exit the campus anytime. My office will provide you with a copy of the list of this type of faculty.

³ Stickers of vehicles for all faculty, staff, and students is taken care off by the office of Prof. Navarro.