



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 04, s. 2024

TO: SSG Officers and SPO Staff, SASO Head, and all Department and Office Heads

FROM: Campus Director

DATE: 15 January 2024

SUBJECT: Permit to stay in the campus after 8:30pm and during weekends

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Starting 22 January 2024, students and students and organizations who remain in the campus after 8:30 pm to continue working on assignments and other activities, and those who come during weekends, shall secure a “Permit” or “Permit to Stay” (or whatever term for that purpose) form SASO. I will soon instruct our guards about what to do regarding this matter.

To: **Dr. Joergen T. Arradaza, Jr.**, Head of SASO, please prepare a “permit” form, or a gate pass, or whatever mechanism you wish to prepare for this purpose. Also, please come up with a process flow or a sort of instructions on how to secure the said permit/gate pass, and then issue a Memo on this matter.

To: **All Department and Office Heads**, please help our SSG officers and SPO Staff in disseminating this directive.

Note: For our **athletes** and **artists** in the Culture and the Arts Office who will do regular practice/training, they just need to submit an official list so we can excuse them. Still, they need to present their IDs upon entering the campus.

Please be guided accordingly.

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


JEFFREY W. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

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