



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 05, s. 2024

**TO: All Department and Office Heads, and all End-Users
(including SSG and SPO)**

FROM: Campus Director

DATE: 15 January 2024

SUBJECT: Identification of major activities and preparation of
purchase requests (PRs)

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Since you know exactly the major activities that your respective offices will hold throughout this Semester (2nd Sem, AY 2023-2024), please kindly identify the said major activities and prepare your purchase requests (PRs) at least one month in advance. Please note that I will no longer sign PRs after the activity is done, except for special cases.

For your strict compliance.

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


JEFFREY W. OCAAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

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|------------------------------|--|
| _____ Calzada, Genelyn M. | 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 |