



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 07, s. 2024

TO: All Department and Office Heads

FROM: Campus Director

DATE: 15 January 2024

SUBJECT: Proper handling of armchairs and keeping from our corridors

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For a long time now, maybe since time immemorial, we have observed armchairs scattered in many places in the campus, but most particularly in corridors. I also observe that armchairs are always in disarray in many classrooms after classes. To address this perennial problem, please kindly ask your faculty to not bring armchairs outside of the classroom. If it's necessary to bring armchairs outside the classroom, then remind them to return the said armchairs inside the classroom and arrange them properly.

Let us try to appear civilized, responsible, and professional as possible at all times.

Thank you in advance.

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


JEFFREY W. OCAAY, PhD
Director of EVSU Ormoc Campus

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