



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

OFFICE OF THE EVSU-OC DIRECTOR

OFFICE ORDER

No. 4, s. 2024

DESIGNATION OF PROF. ROXY BANDEJO AS COORDINATOR OF CULTURE AND THE ARTS

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Pursuant to the policies of the Civil Service Commission (CSC) in line with the mandates of Eastern Visayas State University (EVSU) and in the exigency of the service,

Prof. Roxy Bandejo

is hereby designated as Coordinator of Culture and the Arts effective immediately.

As such, he will perform the following functions:

- a) Coordinate, consolidate and implement short and long range plans concerning culture and the arts of the campus;
- b) Coordinate and supervise all the culture and the arts activities of the campus
- c) Monitor the activities of the faculty members and students concerning culture and the arts;
- d) Supervise the conduct of the Culture and the Arts Activities and Campus participation of the culture and the arts in the local and the National level;
- e) Encourage and initiate activities that would promote and enhance the development of culture and the arts as well as the faculty members and non-teaching personnel of the campus;
- f) Coordinate the participation of the Campus during Provincial, City and community culture and arts programs;
- g) Conduct and attend meetings, seminars, *fora* and conferences;
- h) Recommend the granting of scholarships to the culture and the arts performers or talents and others pursuant to the existing University policies, rules and regulations;
- i) In close coordination with the Director for Culture and the Arts and the different offices of the University such as Charter Anniversary, Founding Anniversary, among others;
- j) Conduct a periodic evaluation of the programs and activities of the campus;
- k) Prepare and submit procurement plan, accomplishments and other reports as needed by the Campus.

For information, guidance, and compliance of all concerned.

Issued this 10th of January 2024 at the Office of the Campus Director, Eastern Visayas State University, Ormoc Campus, Ormoc City.

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


JEFFERY V. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

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