



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

OFFICE OF THE EVSU-OC DIRECTOR

**MEMORANDUM**

No. 25, s. 2024

TO: DR. JOEL M. CAPALA

FROM: Campus Director

DATE: 05 February 2024

SUBJECT: Recall order of designation as Officer-In-Charge (OIC) of EVSU Ormoc

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Please be informed that your designation as OIC-CD of EVSU Ormoc Campus from February 8 to 9, 2024 is recalled due to the cancelled official travel of the Campus Director. The Office of the University President issued an advisory to cancel the “Futures Thinking Component 2” on February 5 to 9 in Siargao Islands.

Please be guided accordingly.

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

  
**JEFFREY W. OCAAY, PhD**  
Director of EVSU Ormoc Campus

*Copy furnished:*

\_\_\_\_\_ All concerned Personnel  
\_\_\_\_\_ File, Office of EVSU-OC Director