



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No.29, s. 2024

TO: **Dr. Beatrice D. Mabitad**
Head, Teacher Education Department

FROM: Campus Director

DATE: 13 February 2024

SUBJECT: Officer-in-charge, Office of the Campus Director

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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 and to facilitate the regular operation of Eastern Visayas State University – Ormoc Campus (EVSU-OC), you are hereby designated as Officer-In-Charge (OIC) of the Office of the Campus Director on Wednesday to Friday, 14 to 16 February 2024.

As such, you have to represent, act and sign for and in behalf of the Campus Director as well as perform any functions inherent to the position. However, all actions which are policy-determining in nature shall be held in abeyance.

For your information and compliance.

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

JEFFRY V. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

02/13/24 JJP
____ Mabitad, Beatrice D.
____ Rodriguez, Lyra
____ Capala, Joel M.
____ Mabitad, Alan Reynaldo
____ Morpos, Joseph Jaymel
____ Badilla, Rustico B.
____ File, Office of EVSU-OC Director

Head, Educ. Dep't/ HRMDO
Head, Business and Management Department
Head, Engineering Department
Head, Industrial Technology Dep't.
Head, Computer Studies Dep't
Head, Admin. & Finance.