



Republic of the Philippines

EASTERN VISAYAS STATE UNIVERSITY - ORMOC CAMPUS

Ormoc City, 6541

OFFICE OF THE CAMPUS DIRECTOR

MEMORANDUM

No. 33, s. 2024

TO: All concerned

FROM: Campus Director

DATE: 27 February 2024

SUBJECT: Requisites before using the vehicle

All employees who will be using the vehicle for any travel, regardless of distance, must fuel the vehicle before use. This is to avoid the possibility of fuel drainage when the next user travels. Those intending to use the vehicle must obtain a Business Trip Report from my office through Mr. Sonnymon Sobrevilla and a Trip Ticket from Ms. Shaina Mae Ompad. Failure to secure these documents will result in the travel being unofficial.

For your guidance and strict compliance.

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


JEFFRY V. OCAY, PhD
Director, EVSU Ormoc Campus

Copy furnished:

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

EVSU Ormoc Campus: Forward and Beyond

One Dream, One Hope, One University

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