



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 36 s. 2024

TO : All Department Heads

FROM : Campus Director

DATE : 4 March 2024

SUBJECT : **Filling in of Insurance Form Beneficiary Portion**

Please assist **Dr. Joergen Arradaza**, SASO Head, in filling in the “beneficiary” portion of our insurance form for faculty, staff, and students. Dr. Arradaza’s staff will be routing the forms.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY