



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 38 s. 2024

TO : Department and Office Heads, Regular and Temporary Faculty, Office and Department Secretaries, SSG President and Cabinet, and SPO Editorial Board

FROM : Campus Director

DATE : 4 March 2024

SUBJECT : Office Development Plan, Phase 1¹

You are hereby required to attend the Phase 1 of the EVSU Ormoc department and office development planning on Monday, 11 March 2024 from 9:00am to 5:00pm at Sabin Resort Function Room, Ormoc City. Please see the attached files for the following: 1) Program, 2) Template of the Development Plan, and 3) Sample of an Office Development Plan.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

EVSU Ormoc Campus: Forward and Beyond

One Dream, One Hope, One University

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¹ Phase 2, which will be scheduled later, is a consolidation of our respective development plans into a “strategic plan” for EVSU Ormoc.