



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

OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 40 s. 2024

TO : Dr. Jereco Jims Agapito, Head, Research Office

FROM : Campus Director

DATE : 4 March 2024

SUBJECT : In relation to Memo No. 31 series of 2024

In relation to Memo No. 31 series of 2024 titled "Constitution of the Panel of Examiners for Thesis Defense and the Steps Involved Therein" for all departments of EVSU Ormoc, I am requiring your good office to collect every Semester all the documents mentioned in the said Memo and file them in your office for recording purposes. Please do not forget to make a report to my office, through a transmittal letter, about the filing every Semester. I will ask my staff in charge of "monitoring" to secure the said document(s).

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

Copy furnished:

- All Department Heads