



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

OFFICE OF THE EVSU-OC DIRECTOR

## MEMORANDUM

No. 43 s. 2024

TO : All Concerned (see below)

FROM : Campus Director

DATE : 6 March 2024

SUBJECT : Admin Council Meeting Preparation

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**President Dennis C. De Paz** called me last night, around 10:30pm, asking me to hold the Admin Council in EVSU Ormoc Function Hall, instead of Sabin Resort. This is because of the very short notice that our good president gave, which hamstrung us from processing a purchase request that amounts to 50k and beyond. For this reason, and in preparation for the said event, please take note of the following:

**To all Department and Office Heads:** Please clean your respective offices and surrounding premises, like hallways and gardens.

**To Head of Maintenance:** Please clean the strategic places in the campus, **most especially toilets and the gate.** Please make sure too that aside from the guards, we have ROTC officers detailed in the gate area.

**To Multimedia Coordinator:** Please make sure that our Function Hall is ready for the meeting.

For your strict compliance.

In the service of God, country, and EVSU,

  
DR. JEFFRY OCAY