



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

OFFICE OF THE CAMPUS DIRECTOR

MEMORANDUM

No. 46, s. 2024

TO: Department and Office Heads
FROM: Campus Director
DATE: 11 march 2024
SUBJECT: Putting tabs on documents

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As you may already know, my office is always swamped with a lot of documents for signature. To help me expedite the signing of the said documents (except request letters and other simple docs), please ask your staff to put colored tabs on them.

For your 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