



OFFICE OF THE EVSU-OC DIRECTOR

**MEMORANDUM**

No. 50 s. 2024

- TO :
- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| Head, Admin and Finance           | Head, SASO                          |
| Head, Maintenance Office          | Head, IGP                           |
| Head, Research and Dev            | Head, IPDO                          |
| Head, Extension Services          | Head, HRMO                          |
| Head, Engineering Dept            | Head, Industrial Tech Dept          |
| Head, Computer Studies Dept       | Head, Business and Mgmt Dept        |
| Coordinator, Gender and Dev       | Coordinator, SUC Leveling           |
| Coordinator, Quality Assurance    | Coordinator, Sports and Dev         |
| Coordinator, Culture and the Arts | Nurse Designate                     |
| Guidance Counselor                | Librarian                           |
| Accountant                        | Head, Cashier and Disbursing Office |
| Budget Office                     | Registrar                           |
| Supply Officer                    | Inspector                           |
| BAC Secretariat                   | SSG and SPO                         |
| <i>Coordinator, NSTP</i>          |                                     |

**Note:** My executive assistant will add offices that I missed to include in the above list.

FROM : Campus Director

DATE : 18 March 2024

SUBJECT : 300-500 words "About Your Office" statement

As you can see, Ms. Shaina Ompad is constantly putting a face lift to our website. She will soon put a "window" on the Menu for each of our offices. If you visit our website, you can see there, for example, "About Engineering Department". For this reason, I am requiring you to write 300-500 words statement about your office.

Please send your statements to [shainamae.ompad@evsu.edu.ph](mailto:shainamae.ompad@evsu.edu.ph) on or before 5:00pm, Friday, 22 March 2024.

For your strict compliance.

In the service of God, country, and EVSU,

  
 DR. JEFFRY OCAY