



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



OFFICE OF THE EVSU-OC DIRECTOR

## MEMORANDUM

No. 52 s. 2024

TO : All Department Heads

FROM : Campus Director

DATE : 18 March 2024

SUBJECT : Clearance for graduating students

Please remind your graduating students that they are required to process their clearance six (6) weeks before the graduation day. Since our graduation/commencement exercises date is July 12, 2024, they should have been cleared by Friday, 31 May 2024.

To avoid delay or problems with their graduation, let them start processing their clearance as early as now.

Please note that even if they have already applied for graduation, and that they are already included in the initial list of graduating students, **we will drop them in the list of graduating students by 31 May 2024 if they are not cleared by then.**

Please be guided accordingly.

In the service of God, country, and EVSU,

  
DR. JEFFRY OCAY

Copy furnished:

- Registrar
- SSG