



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



OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 53 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

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

FROM : Campus Director

DATE : 18 March 2024

SUBJECT : **Submission of quarterly report**

Please submit to my office both the hard and soft (send to ariel.morilla@evsu.edu.ph) copies of your first quarter report on or before 5:00pm, 1 April 2024.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

N.B.: I specify all offices (although some offices are directly under a single unit) in the above list as I want concrete quarterly reports from all offices.

EVSU Ormoc Campus: Forward and Beyond

One Dream, One Hope, One University

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