



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

OFFICE OF THE EVSU-OC DIRECTOR

**MEMORANDUM**

No. 55, s. 2024

TO: **Dr. Beatrice D. Mabitad**  
Head, Teacher Education Department

FROM: Campus Director

DATE: 18 March 2024

SUBJECT: Officer-in-charge, Office of the Campus Director

Pursuant to the policies of the Civil Service Commission (CSC) in line with the mandates of Eastern Visayas State University (EVSU), and in the exigency of the service and to facilitate the regular operation of Eastern Visayas State University – Ormoc Campus (EVSU-OC), you are hereby designated as Officer-In-Charge (OIC) of the Office of the Campus Director on Tuesday to Friday, 19 and 22 March 2024.

As such, you have to represent, act and sign for and in behalf of the Campus Director as well as perform any functions inherent to the position. However, all actions which are policy-determining in nature shall be held in abeyance.

For your information and compliance.

BY AUTHORITY OF THE UNIVERSITY PRESIDENT  
Per Special Order No. 106, s. 2023

**JEFFRY V. OCAY, PhD**  
Director of EVSU Ormoc Campus

Copy furnished:

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\_\_\_\_\_ File, Office of EVSU-OC Director

Head, Engineering Department  
Head, Business and Management Department  
Head, Engineering Department  
Head, Industrial Technology Dep't.  
Head, Computer Studies Dep't  
Head, Admin. & Finance.

8:10 AM 04/02/2024 g. HEMO