



Republic of the Philippines

EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS

Ormoc City



EVSU ORMOC CAMPUS

MEMORANDUM

No. 65 s. 2024

TO : Department and Office Heads, SSG, and SPO
FROM : Campus Director
DATE : 15 April 2024
SUBJECT : **Proper Letter Format**

Please note that EVSU Main is not requiring us to follow the proper letter format (see attached file for my letter to Ms. Aruta). In fact, they returned to us our letters to EVSU Main for revision because we did not follow the proper format (please see the attached files too for proof).

Given the above, please, the next time you write request letters and other communiques, follow the proper format. Just analyze the corrections and “proper” samples that I attached herewith.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY

Campus Director