



MEMORANDUM

No. 69 s. 2024

TO : **PROF. ALAN REYNLADO E. MABITAD**
Property Inspector, EVSU Ormoc
FROM : Campus Director
DATE : 16 April 2024
SUBJECT : **Regular Inspection of EVSU Ormoc Properties**

Please conduct regular inspections of all our properties and provide my office with your monthly report.

For the urgent matters, I want you to do the following:

1. Inspect the properties we have at the Maintenance and Engineering Services Office (MESO) and report to me all the lacking properties on or before 5:00pm, Friday, 19 April 2024; and
2. Make sure that you have inspected all the items delivered to BAC before signing the necessary documents.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY
Campus Director

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- Department and Offices Heads