



**MEMORANDUM**

No. 70, s. 2024

TO: **All Academic Department Heads  
Head, Research and Development Office  
Head, Extension Services Office**

FROM: Campus Director

DATE: 16 April 2024

SUBJECT: Continuation of the presentation and critique of the Office Development Plan  
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Please be informed of the aforementioned activity on April 22, 2024 (Monday) starting at 9:00 AM at the CD Office, 2F Academic Building I, EVSU Ormoc Campus, Ormoc City. Attached is a copy of Memorandum No. 54, dated 2024, outlining the list of offices to present their Office Development Plans.

For your information and strict compliance.

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

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