



MEMORANDUM

No. 71 s. 2024

TO : Business and Management Department
Engineering Department
Coordinator, SUC Leveling
SPO
Supply Office
Budget Office
Accounting Office
Quality Assurance Office
Culture and Arts Office
Admin Office

FROM : Campus Director

DATE : 16 April 2024

SUBJECT : **Submission of "About Your Office"**

As you can see, you have not yet complied with this requirement (see attached file). I am giving you until 5:00pm, Friday, 19 April 2024 to do it.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director