



MEMORANDUM

No. 72 s. 2024

TO : Department and Office Heads
FROM : Campus Director
DATE : 16 April 2024
SUBJECT : **Duplicates of all office and classroom keys**

Needless to say, our security guards should have duplicates of all office and classrooms keys. For this reason, please provide our guards with duplicates of all your keys on or before 5:00pm, Friday, 19 April 2024.

I will ask my staff **Mr. Sonnymon A. Sobrevilla** to collect the keys on Friday.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director