



MEMORANDUM

No. 74 s. 2024

TO : Department and Office Heads, SSG, and SPO
FROM : Campus Director
DATE : 16 April 2024
SUBJECT : **New Student Clearance Form**

Please find the attached new student clearance form which will be implemented eff immediately.

Please note of the following:

1. The SSG President shall only sign the form after the Senior Class Organization President and the President of the immediate organization where the st belongs have affixed their countersignatures (and seal if necessary);
2. That the respective Department Heads shall not affix their signatures un President has done her/his part;
3. That the Head of SASO shall also not sign his part until both the resp Department Head and SSG President have signed their parts;
4. The Librarian Designate and Accountant Designate may directly sign the clea even if the SSG President and the respective Department Head have not sign their part, as long as the student no longer have obligations to their office; ;
5. The Campus Director's signature is ministerial; hence, he will sign the clea immediately once all others have done their part.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director

Copy furnished:

- Registrar and all other Heads of Office