



MEMORANDUM

No. ky s. 2024

TO : **DR. RUSTICO B. BADILLA**

*Head, Administrative and Finance Services,
Eastern Visayas State University, Ormoc Campus*

FROM : Campus Director

DATE : 15 May 2024

SUBJECT : **Preparation for the Incoming New Head of the Admin and Finance
Services of EVSU Ormoc**

As you are well aware of, the HRMPSB of EVSU Ormoc has just completed the process of selecting the new Head of the Administration and Finance Services of EVSU Ormoc. The EVSU Ormoc HRMO Designate has already forwarded to the Office of the President the Top 3 contenders. Anytime within this month, therefore, the appointment of the said new officer will be released.

In relation to the above, and for you to have enough time to prepare to vacate your office, **I am giving you until Friday, 31 May 2024 to serve as Head of Administration and Finance Services of EVSU Ormoc.** In case the papers of the incoming Admin Officer are not ready by 01 June 2024, I will appoint an OIC so that your preparation to vacate your office shall not be disrupted.

Thank you so much indeed for your services as Head of the Administration and Finance Services of EVSU Ormoc. Please note that your excellent performance has not gone unnoticed.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY

Campus Director

Eastern Visayas State University, Ormoc

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- University President
- VP for Administration and Finance
- VP for Internationalization and External Affairs
- All Department and Office Heads of EVSU Ormoc
- VP for Academic Affairs
- VP for Research and Development, and Extension Services

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