



MEMORANDUM

No. 87 s. 2024

TO : Department and Office Heads, SPO, SSG, Student Organizations, and All Concerned
FROM : Campus Director
DATE : 15 May 2024
SUBJECT : No Bringing of Classroom Armchairs Outside

In our attempt to beautify the campus and make it greener, cleaner, and orderly, we need to implement stricter policies and stringent penalties for violations. Please note that the Campus Director is a policy-determining position and, hence, the Office of the Campus Director has quasi-legislative functions. For this reason, **effective Monday, 20 May 2024, all students, student organizations, or any entities for this matter are prohibited from bringing classroom armchairs outside.**

As we can see, students grabbed classroom armchairs and brought them outside and then eventually left them scattered on open spaces such as corridors and the ballfield. Since scattered classroom armchairs on open spaces is tantamount to littering, then anyone caught violating this policy shall also be dealt with accordingly.

For the first offence, the offender shall write the statement "I promise not to bring classroom armchairs outside and leave them on corridors and other open spaces" in front of the Guidance Counselor (for students) and Campus Director (for faculty and staff) 100 times.

For the second offence, the offender shall render four (4) hours of community service, like cleaning toilets and sweeping floors and corridors.

For the third offence, the Grievance Committee or Disciplinary Committee shall determine the appropriate sanction(s).

For activities in the Gym, the faculty concerned, or student organization advisers can borrow classroom armchairs but must first seek permission from the Head of Maintenance Services and Engineering Office (currently headed by **Engr. Jomar Navarro**) and then return them immediately after the event. **Please note that concerned faculty and student organization advisers are directly responsible for any violation of this policy.**

Please disseminate this memo to as many concerned individuals as possible.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY

Campus Director

Eastern Visayas State University, Ormoc

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