



**OFFICE ORDER**

No. 84, s. 2024

**DESIGNATION OF DIXIE JEAN V. CARESOSA  
AS HEAD OF PROCUREMENT OFFICE**

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Pursuant to the policies of the Civil Service Commission (CSC) in line with the mandates of Eastern Visayas State University (EVSU) and in the exigency of the service,

**DIXIE JEAN V. CARESOSA**

is hereby designated as Head of the Procurement Office effective immediately.

As such, she will perform the following functions:

- a) Formulates plans on procurement management of the university;
- b) Undertakes the procurement process, in accordance with the Government Procurement Reform Act;
- c) Reviews and consolidates the PPMPs into Annual Procurement Plan (APP);
- d) Monitors procurement activities and milestones;
- e) Prepares the required statutory reports to the Government Procurement Policy Board (GPPB);
- f) Undertakes the procurement price monitoring;
- g) Consolidates the Procurement Report;
- h) Conducts/coordinates training activities;
- i) Provides administrative support to the BAC;
- j) Takes custody of the procurement documents and other records; and
- k) Assists in managing the procurement process;
- l) Other tasks relevant to her functions may be assigned by the BAC Chairperson and HOPE/ Campus Director.

For information, guidance, and compliance of all concerned.

Issued this 27<sup>th</sup> of May 2024 in EVSU Ormoc Campus, Ormoc City.

BY AUTHORITY OF THE UNIVERSITY PRESIDENT  
Per Special Order No. 106, s. 2023

**JEFFRY V. OCAY, PhD**  
Director of EVSU Ormoc Campus

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Head, Educ. Dep't/ HRMDO  
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