



MEMORANDUM

No. 93 s. 2024

TO : Department Heads
FROM : Campus Director
DATE : 3 June 2024
SUBJECT : Submission of Application and Requirements for Conferment of (Latin) Honors

Please notify as soon as possible your senior students who are considered "Candidates for Latin Honors" and ask them to apply for the said award and submit the following documents:

- 1) Letter of Intent (LOI);
- 2) Certified copy of the certificates of the grade and/or transcript of records issued by the University Registrar;
- 3) Updated Personal Data Sheet/Resumé;
- 4) Four (4) copies each of 1x1 and 2x2 ID pictures taken within fifteen (15) days prior to the submission of the application; and
- 5) Drug Test. The applicant for conferment with honors shall submit a drug test with negative results/findings taken within fifteen (15) days prior to the receipt of the application subject to the provisions of applicable laws and policies.

The abovementioned requirements arranged/compiled by department should reach the Office of the Campus Director on or before 5:00pm, Friday, 7 June 2024. **Failure to submit the complete documents on this date means automatic disqualification.**

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY

Campus Director

Eastern Visayas State University, Ormoc

Copy furnished:

6/4/24 - Registrar
6/4/24 - SASO
6/4/24 - SSG
6/4/24 - SPO

Education - 6/4/24
Technology - 6/4/24
Om - 6/4/24
Engineering - 6/4/24 8:21 AM
CSD - 6/4/24 8:18 AM
HRMD - 6/4/24 8:13 PM

"Building Globally Competitive Professionals"