



# MEMORANDUM

No. 94 s. 2024

TO : All Department and Office Heads, SSG, and SPO  
 FROM : Campus Director  
 DATE : 11 April 2024  
 SUBJECT : **Important things to prepare fir the upcoming 1<sup>st</sup> Semester (August 2024)**

In preparation for the upcoming First Semester, Academic Year 2024-2025, and so that you will be guided accordingly in your planning, please take note of the following.

1. We will revert to the twice-weekly class scheduling, that is, Tuesdays and Thursdays (TTh) and Wednesdays and Fridays (WF) with 1.5 hours per meeting for lecture and to be divided into two for the laboratory. Please note that the good Vice President for Academic Affairs, **Dr. Lydia M. Morante**, already approved this move. Please note as well that the 3-hour, once-weekly class meeting was only an option during the Pandemic. Since the Pandemic is over, then we need to go back to the twice-weekly class schedule.
2. Mondays will be reserved for meetings and other institutional activities. Departments will hold classes on Mondays only if the TTh and WF slots have been filled in.
3. Classes will be scheduled on Saturdays only if, again, the TTh and WF slots have been filled in.
4. Strictly, no classes to be scheduled on Sundays.
5. Classes will be from 7:00am to 8:30pm. So, for both TTh and WF classes, we will have the following schedules:

<b>7:00am-8:30am</b>	<b>1:00pm-2:30pm</b>
<b>8:30am-10:00am</b>	<b>2:30pm-4:00pm</b>
<b>10:00am-11:30pm</b>	<b>4:00pm-5:30pm</b>
<b>11:30am-1:00pm</b>	<b>5:30pm-7:00pm</b>
	<b>7:00pm-8:30pm</b>

6. Professors and instructors are not allowed to alter these schedules or do arrangements with them. Needless to say, every alteration to these schedules will affect all others; hence, faculty should consider and think of what is best for the entire EVSU Ormoc, rather than using the lame excuse “**for the convenience of the students**”.
7. Department heads should utilize all classrooms when preparing for class schedules. For this purpose, **I will order soon the opening of two closed classrooms in the Old Technology Building**. Please note that no faculty or staff in EVSU Ormoc owns these rooms; they are supposed to be for classroom use and not for personal benefits.
8. No more online classes, except when the VPAA issues a Memo for this purpose. I will report to the VPAA those who will be caught holding online classes for sanctions or appropriate actions.
9. Vacant classrooms in “buildings” assigned to the respective departments for caretaking shall be shared with faculty from all departments who need them.
10. The guards will be furnished with duplicates of the keys of all classrooms and offices. Please note again that nobody owns a classroom or an office. If you want privacy, then lock your drawers and cabinets.

For your strict compliance.

In the service of God, country, and EVSU,



DR. JEFFRY OCAY