



MEMORANDUM

No. 100 s. 2024

TO : All Department Heads
FROM : Campus Director
DATE : 16 July 2024
SUBJECT : Election of Department Heads for Academic Year 2024-2025

As mentioned previously, our President, **Dr. Dennis C. De Paz**, has instructed me to practice "rotation of designations among department heads" to give others, especially the young and promising colleagues, the chance to lead and develop leadership skills. To make the process fair, just, and objective, I decided to have it done by election among regular faculty members in each department.

Please note, however, that since I believe that department heads need to serve at least two years in order to learn enough from their experience and make a significant impact in their respective departments, I am automatically extending the term of **Dr. Joel M. Capala**, Head of Engineering Department, and **Prof. Lyra C. Rodriguez**, Head of Business and Management, for another year. Dr. Capala has just served one year and three months, and Prof. Rodriguez four months only. This means that there will be change of leadership in three departments only, namely: Industrial Technology Department, Teacher Education Department, and Computer Studies Department.

Given the above, therefore, I am requiring you **Prof. Allan Mabitad**, **Prof. Jaymel Joseph Morpos**, and **Dr. Beatrice Mabitad** to conduct the election within the week as I need the name of the new department head on or before 5:00pm, Friday, 19 July 2024.

Please note that current department heads can be nominated, and if elected, I would be forced to recommend them to President De Paz for another one-year term.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY
Campus Director
Eastern Visayas State University
Ormoc Campus

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- All Office Heads, SSG, and SCO