



MEMORANDUM

No. 112 s. 2024

TO : Department Heads
FROM : Campus Director
DATE : 14 August 2024
SUBJECT : Classroom assignment

While signing the "Certification of Registration" of our students, I noticed that the "classroom assignment" is missing. Of course, I understand that you are still finalizing it, but please don't forget to include the room assignment in your faculty workload. In this way, we avoid conflict in classroom use as well as it would be easy for the staff of **Dr. Richard Impas** to check the attendance of our faculty.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY
Campus Director