



## MEMORANDUM

No. 115 s. 2024

**TO : All Department Heads**  
**FROM : Campus Director**  
**DATE : 20 August 2024**  
**SUBJECT : Classroom utilization**

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This is to remind you all that for the classroom utilization, departments are given priority in utilizing the classrooms assigned to them. Hence, please do not utilize classrooms assigned to a specific department without permission from the respective department heads.

For your strict compliance.

In the service of God, country, and EVSU,

**DR. JEFFRY OCAY**  
*Campus Director*