



MEMORANDUM

No. 118 s. 2024

TO : All Department Heads
FROM : Campus Director
DATE : 21 August 2024
SUBJECT : Test booklets payment

The Accounting Office of EVSU Main called my attention about the fact that the IGP office of EVSU Ormoc is receiving cash payments from our clients, particularly our students. Our Chief Accountant, **Ma'am Marlene Lim**, made it a point that all cash payments shall be done at the Cashier's office. For this reason, please, during exams, ask your faculty to collect the payments (or whatever scheme you wish to resort to) for the test booklets from our students and have them paid to the Cashier's office, and then only "receipts" shall be shown to the IGP office.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY
Campus Director

Copy furnished:

- Cashier's Office
- Accounting Office
- IGP Office