



MEMORANDUM

No. 120, s. 2024

TO: Dr. Joel M. Capala
 Head, Engineering Department

FROM: Campus Director

DATE: 26 August 2024

SUBJECT: Officer-in-charge, Office of the Campus Director

//-----//

Pursuant to the policies of the Civil Service Commission (CSC) in line with the mandates of Eastern Visayas State University (EVSU), and in the exigency of the service and to facilitate the regular operation of Eastern Visayas State University – Ormoc Campus (EVSU-OC), you are hereby designated as Officer-In-Charge (OIC) of the Office of the Campus Director on August 27, 2024.

As such, you have to represent, act and sign for and in behalf of the Campus Director as well as perform any functions inherent to the position. However, all actions which are policy-determining in nature shall be held in abeyance.

For your information and compliance.

BY AUTHORITY OF THE UNIVERSITY PRESIDENT
 Per Special Order No. 106, s. 2023

JEFFERY V. OCA, PhD
 Director of EVSU Ormoc Campus

Copy furnished:

- | | |
|--|------------------------------------|
| _____ Mabitad, Alan Reynaldo | Head, Industrial Technology Dep't. |
| _____ Mabitad, Beatrice | Head, Teacher Education Dep't. |
| _____ Impas, Richard | Head, Admin. & Finance. |
| _____ Capala, Joel | Head, Engineering Dep't. |
| _____ Morpos, Joseph Jaymel | Head, Computer Studies |
| _____ File, Office of EVSU-OC Director | |