



## MEMORANDUM

No. 126 s. 2024

**TO : All Department Heads**  
**FROM :** Campus Director  
**DATE :** 12 September 2024  
**SUBJECT : Conduct of Departmental Exams (Midterm and Finals)**

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As you may already know, I have issued just lately a memorandum in response to the order of VPAA **Dr. Lydia M. Morante** that starting this 1<sup>st</sup> Semester, AY 2024-2025 we must implement the “departmental exams”. For this reason, please prepare as soon as possible the schedules for the Midterm Exams of your major subjects; just your major subjects because I already instructed **Prof. Georgina Orbeta**, our Gen Ed Coordinator, to insert the schedules for the Gen Ed subjects once yours are done. Please note that our Midterm Exams are scheduled on October 16-19, 2024.

Please submit the said schedules to my office on or before Friday, 20 September 2024. It should be Sept 20 or earlier as Prof. Orbeta needs enough time to insert her own inputs. Also, we need to make sure that schedules for the Midterm Exams should have been posted on our website, social media, and your respective bulletin boards anytime by first week of October.

For your strict compliance.

In the service of God, country, and EVSU,

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

*Copy furnished:*

*- Prof. Georgina Orbeta, Gen Ed Coordinator*