



OFFICE ORDER

No. 29, s. 2024

**DESIGNATION OF MR. ARIEL C. MORILLA AND MS. MA. EDERLINA S. DUALLO
 AS DESIGNATED LIAISON OFFICERS**

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Pursuant to the policies and mandates of Eastern Visayas State University (EVSU), the following personnel are hereby designated as Liaison Officers:

- MR. ARIEL C. MORILLA
Liaison Officer every **Friday**.
- MS. MARIA EDERLINA S. DUALLO
Liaison Officer every **Tuesday**.

As designated Liaison Officers, they are tasked with the following functions:

1. Facilitate the delivery and receipt of official communications, letters, and other documents between different offices.
2. Ensure timely coordination and follow-up on any communications that require immediate attention.
3. Act as the main contact point for the distribution and collection of university-related documents on their respective schedules.

For your information and compliance.

Issued this 12th of September 2024 in EVSU Ormoc Campus, Ormoc City.

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

JEFFREY V. OCAJ, PhD
 Director of EVSU Ormoc Campus

Copy furnished:
 09-17-24
 _____ Concerned
 _____ Mabitad, Alan Reynaldo
 _____ Mabitad, Beatrice
 _____ Impas, Richard

Head, Industrial Technology Dep't.
 Head, Teacher Education Dep't.
 Head, Admin. & Finance.