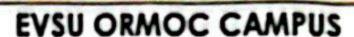


Republic of the Philippines EASTERN VISAYAS STATE UNIVERSITY

Ormoc City





MEMORANDUM

No. 30 s. 2024

TO:

Prof. Alan Reynaldo E. Mabitad

Head, Industrial Technology Dep't

FROM:

Campus Director

DATE:

23 September 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 September 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

Director of EVSU Ormoc Campus

Copy furnished:

Mabitad, Alan Reynaldo Mabitad, Beatrice

4 42 Capala, Joel

Morpos, Joseph Jaymel

Rodriguez, Lyra Declaro, Melody

4 9 mpas, Richard

File, Office of EVSU-OC Director

Head, Industrial Technology Dep't.

Head, Teacher Education Dep't.

Head, Engineering Dep't.

Head, Computer Studies Dep't

Head, Business and Management Dep't

Head, HRMDO

Head, Admin. & Finance.