



MEMORANDUM

No. MA, s. 2024

TO: **Prof. Lyra C. Rodriguez**
Head, Business and Management Dep't

FROM: Campus Director

DATE: 11 October 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 Monday, 14 October 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

JEFFRY V. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

<u>10/15/24</u>	_____	Mabitad, Beatrice D.
<u>10-13-24</u>	_____	Rodriguez, Lyra
<u>10/15/24</u>	_____	Capala, Joel M.
<u>10/15/24</u>	_____	Mabitad, Alan Reynaldo
<u>10/15/24</u>	_____	Morpos, Joseph Jaymel
<u>10/15/24</u>	_____	Impas, Richard B.
<u>10/15/24</u>	_____	Declaro, Melody S.
<u>10/15/24</u>	_____	File, Office of EVSU-OC Director

_____	Head, Teacher Education Dep't
_____	Head, Business and Management Dep't
_____	Head, Engineering Dep't
_____	Head, Industrial Technology Dep't.
_____	Head, Computer Studies Dep't
_____	Head, Admin. & Finance Services
_____	Head, HRMDO

10/15/24