



**MEMORANDUM**

No. 402, s. 2024

**TO: Engr. Joseph Jaymel S. Morpos**  
Head, Computer Studies Dep't

**FROM:** Campus Director

**DATE:** 11 October 2024

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

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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 Thursday, 17 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:

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10/15/24 Morpos, Joseph Jaymel  
10/15/24 Impas, Richard B.  
10/15/24 Declaro, Melody S.  
10/15/24 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