



MEMORANDUM

No. 158, s. 2024

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

FROM: Campus Director

DATE: 15 November 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 Tuesday, 19 November 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:

[Handwritten initials] 11/18/24 Mabitad, Beatrice D.
[Handwritten initials] 11-18-24 Rodriguez, Lyra
[Handwritten initials] 11-19-24 Capala, Joel M.
[Handwritten initials] 11/18/24 Mabitad, Alan Reynaldo
[Handwritten initials] 11/18/24 Morpos, Joseph Jaymel
[Handwritten initials] 11/18/24 Impas, Richard B.
[Handwritten initials] 11/18/24 Declaro, Melody S.
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

[Handwritten signature] 11/18/24

"Building Globally Competitive Professionals"

BRGY. DON FELIPE LARAZABAL 6541 ORMOC CITY, PHILIPPINES
Email: evsu.ormoc@evsu.edu.ph | website: www.evsu.edu.ph

[Handwritten signature] 11/18/24

Cashier & disbursing - *[Handwritten signature]* 11/18/24
Registrar for *[Handwritten signature]* 11/18/24
Present *[Handwritten signature]* 11/18/24