



MEMORANDUM

No. 159, s. 2024

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

FROM: Campus Director

DATE: 21 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 Friday and Monday, November 22 and 25, 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

JEFFERY V. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

11/22/24 Mabitad, Beatrice D.
11-22-24 Rodriguez, Lyra
11/22/24 Capala, Joel M.
11/22/24 Mabitad, Alan Reynaldo
11/22/24 Morpos, Joseph Jaymel
11/22/24 Ampas, Richard B.
11/22/2024 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

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Accounting-End 11/22/24
Principal
11/22/24

on 8:00pm
11/22/24

11:01 AM

Cashier 11/22/24
11/22/24
11/22/24
11/22/24