



MEMORANDUM

No. 160, s. 2024

TO: **Dr. Beatrice D. Mabitad**
Head, Teacher Education 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 Tuesday and Wednesday, November 26-27, 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

JEFFRY V. OCAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

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|----------|----------------------------------|-------------------------------------|
| 11/22/24 | Mabitad, Beatrice D. | Head, Teacher Education Dep't |
| 11-26-24 | Rodriguez, Lyra | Head, Business and Management Dep't |
| 11/22/24 | Capala, Joel M. | Head, Engineering Dep't |
| 11/22/24 | Mabitad, Alan Reynaldo | Head, Industrial Technology Dep't. |
| 11/22/24 | Morpos, Joseph Jaymel | Head, Computer Studies Dep't |
| 11/22/24 | Impas, Richard B. | Head, Admin. & Finance Services |
| 11/22/24 | Declaro, Melody S. | Head, HRMDO |
| 11/22/24 | File, Office of EVSU-OC Director | |

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Accounting - 11/22/24

Procurement 11/22/24

11/22/24

11/22/24

Cashier 11:00 AM 11/22/24

Budget 11/22/24

PMO 11/22/24