



MEMORANDUM

No. 163, s. 2024

TO: **Dr. Beatrice D. Mabitad**
Head, Teacher Education Dep't

FROM: Campus Director

DATE: 5 December 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 Wednesday and Thursday, December 11-12, 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. OCAAY, PhD
Director of EVSU Ormoc Campus

Copy furnished:

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|----------|--|-------------------------------------|
| 12/10/24 | _____ Mabitad, Beatrice D. | Head, Teacher Education Dep't |
| | _____ Rodriguez, Lyra | Head, Business and Management Dep't |
| 12/14/24 | _____ Capala, Joel M. | Head, Engineering Dep't |
| 12/16/24 | _____ Mabitad, Alan Reynaldo | Head, Industrial Technology Dep't. |
| 12/16/24 | _____ Morpos, Joseph Jaymel | Head, Computer Studies Dep't |
| 12-16-24 | _____ Impas, Richard B. | Head, Admin. & Finance Services |
| | _____ Declaro, Melody S. | Head, HRMDO |
| | _____ File, Office of EVSU-OC Director | |

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