



**MEMORANDUM**

No. 4, s. 2025

**TO:** Prof. Alan Reynaldo E. Mabitad  
Head, Technology Department

**FROM:** Campus Director

**DATE:** 7 February 2025

**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 Monday, February 10, 2025.

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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|--|---------------------------------|
| _____ Mabitad, Beatrice D.             | Head, Teacher Education Dep't   |
| _____ Capala, Joel M.                  | Head, Engineering Dep't         |
| _____ Mabitad, Alan Reynaldo           | Head, Technology Dep't.         |
| _____ Morpos, Joseph Jaymel            | Head, Computer Studies Dep't    |
| _____ Impas, Richard B.                | Head, Admin. & Finance Services |
| _____ Declaro, Melody S.               | Head, HRMDO                     |
| _____ File, Office of EVSU-OC Director |                                 |

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