



MEMORANDUM

No. 17 s. 2025

TO: **Dr. Joergen T. Arradaza Jr.**  
Head, SASO

FROM: Campus Director

DATE: 10 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 Tuesday to Thursday, February 11-13, 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 LOCAY, PhD**  
Director of EVSU Ormoc Campus

Copy furnished:

2/11/25 Mabitad, Beatrice D.  
Capala, Joel M.  
2/11/25 Mabitad, Alan Reynaldo  
2/11/25 Morpos, Joseph Jaymel  
2/11/25 Impas, Richard B.  
2/11/25 Declaro, Melody S.  
File, Office of EVSU-OC Director

Head, Teacher Education Dep't  
Head, Engineering Dep't  
Head, Technology Dep't  
Head, Computer Studies Dep't  
Head, Admin. & Finance Services  
Head, HRMDO

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