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Office of the President

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MEMORANDUM CIRCULAR NO. 74 Series of 2004

T O: All Concerned

R E: MOTORPOOL Service Guidelines

This Office has been informed that no clear-cut guidelines are in place governing the systematic queuing of repair jobs at the Motorpool of the Physical Plant Office. It has also been reported that vehicles just enter the Motorpool with the expectation that our mechanics will immediately attend to the required check-up and repair.

Furthermore, it has been reported that LSU drivers conduct "maintenance check-up" of their vehicles at the Motorpool. However, the clerks of departments and centers have reported that it has been difficult to locate these drivers undertaking "maintenance work" of their vehicles.

This situation has led to the decrease in the overall efficiency and effectiveness of the services offered by the Motorpool to LSU vehicles, in particular. This has also impaired the ability of management to ascertain the actual workload of the Motorpool personnel.

In view of these findings, the following guidelines have been drafted with the end in mind of upgrading the quality of service that the Motorpool is capable of providing especially to LSU vehicles.

- Item 1.** All mechanics/machinists/welders as well as other employees on the Motorpool will work on a particular job *if* such vehicle has a duly approved Job Order/Request, clearly specifying the job to be done and the projected number of man-days or man-hours required to satisfactorily perform the job required.
- Item 2.** Private vehicles may be serviced at the Motorpool *provided that* these vehicles are issued Job Order/Request papers prior to actual repair inasmuch as the scope of work to be undertaken will be the basis for charging the private owners of the vehicles.

- Item 3.** First-come, First-served policy should be strictly implemented in attending to the filed Job Orders/Requests. Mechanics/welders/machinists are prohibited from bolting his present repair job just to accommodate new requests especially private requests.
- Item 4.** All LSU drivers desiring to conduct "maintenance work" on their assigned vehicle should first secure a permit from the PPO Job Programmer or the Motorpool Head indicating therein the specific "maintenance work" to be undertaken and the number of man-hours to do it. The driver then presents this permit to their respective Department/Center Heads for approval prior to their actual conduct of "maintenance work" at the PPO.
- Item 5.** All drivers without the necessary permits shall not be allowed to conduct "maintenance work" of their vehicles at the Motorpool. Likewise, LSU drivers without valid Trip Tickets should report to their respective departments/centers until their services are needed. They should augment the manpower pool of their respective units to do other functions when not driving.
- Item 6.** All completed Job Orders/Requests should be issued the corresponding Certificate of Job Completed indicating the personnel involved in the repair process, the actual number of man-days or man-hours spent, the supervisor's acceptance of the repair job undertaken, and the date of completion of the job.

This Memorandum takes effect immediately.

For the information and guidance of all concerned.

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