



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 610
Series of 2024

TO: Mr. Amiel R. Armada

RE: Designation as OIC Head, Motor Pool Services

FROM: DR. PROSE IVY. G YEPES
University President

DATE: July 22, 2024

As per recommendation by the Vice President for Administration and Finance, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **OIC Head, Motor Pool Services**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the PPO Director in planning, implementation and monitoring all vehicle maintenance and scheduling activities;
2. Supervise MPS personnel for conducting vehicle repair and maintenance activities;
3. Assess the vehicle condition and road worthiness.

As OIC Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **July 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF
OVPPRGAS
File