



VISAYAS  
STATE UNIVERSITY

OFFICE OF THE  
PRESIDENT




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MEMORANDUM NO. 954  
Series of 2025

TO: Mr. Amiel R. Armada

RE: Designation as Fleet Maintenance In-Charge

FROM:   
DR. PROSE IVY G. YEPES  
University President

DATE: July 8, 2025

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Director, GenSO, you are hereby designated as **Fleet Maintenance In-Charge**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

- Implement preventative maintenance programs to minimize unexpected breakdowns and extend the lifespan of vehicles.
- Ensure availability of parts and supplies for timely repairs and maintenance of university vehicles.
- Maintaining detailed records of all maintenance and repair work, including costs, parts used, and any warranty repairs.
- Generate reports on fleet status, maintenance costs, and other relevant data for vehicle retention, replacement and disposal.

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect immediately **until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: GenSO