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Memorandum No. 587
Series of 2024

TO: Dr. Elwin Jay V. Yu, *VPAF*
Atty. Rysan C. Guinocor, *ASO Director*
Vivian V. Balbarino, *SPO Head*
Jessamine C. Ecleo, *PO Head*

RE: Close Monitoring and Management of Fuel Supply

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: July 5, 2024

In light of the recent fuel balance report for the university's Fuel Station, it has come to our attention that we were nearing critical low levels of both Gasoline and Diesel. In the letter dated June 21, 2024 from the Supply and Property Office, the balance stood at 218 liters for Gasoline and 135 liters for Diesel. Given the safety requirement to retain a minimum of 100 liters for each type of fuel in the tanks, we were compelled to temporarily suspend all fuel withdrawals until new deliveries arrive.

To prevent such situations in the future and ensure the seamless operation of our Fuel Station, you are hereby directed to closely monitor the supply of fuel. This involves maintaining regular communication with the Procurement Office and ensuring that all procurement processes are expedited in a timely manner.

For your information and usual support.

OFFICE OF THE PRESIDENT

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