



1 June 2020

MEMORANDUM CIRCULAR NO. 61
Series of 2020

T O: VSU Employees

R E: Transport Services during the General Community Quarantine period

In compliance with CSC MC No. 10, series of 2020, the university will continue to provide support to its employees who will be reporting to work in the form of transportation services. However, there is a need for us to strictly adhere to the implementation of the IATF and DoTr Guidelines for Public Transport Operations on Road Sector which states *"Passenger load shall be regulated for all public modes of public transport which shall not exceed 50% or half of the vehicle's seating capacity to ensure the observance of social distancing measures prescribed by DOH and/or IATF"*.

In view of this, the following aspects are to be observed:

1. Face masks should be worn at all times.
2. Thorough and regular disinfection of the vehicles should be done by the University Health Services Personnel and GSD driver.
3. To ensure physical distancing, only twenty (20) passengers for the bus and eleven (11) passengers for VSU Tuyok shall be allowed.
4. No standing passengers are allowed.
5. Non-VSU individuals or hitch-riders are not permitted to ride.
6. Vehicle assignment, assembly area and schedule of trips:
 - a) For Baybay City route (2 units bus per batch)
 - Assembly area in Baybay City: Prince Mall Baybay
 - Estimated Time of Departure from Baybay
 - First batch 7:10AM
 - Second batch 7:40AM
 - Estimated Time of Departure from VSU
 - First batch 5:10PM
 - Second batch 5:40PM



- b) For Brgy. Gabas route (1 unit Tuyok)
- Estimated Time of Departure from VSU 5:10PM
- c) For Albueria route (1unit bus and 1 unit Tuyok)
- Estimated Time of Departure from Albueria 7:00AM
 - Estimated Time of Departure from VSU 5:30PM
7. Buses drop-off point from Baybay and Albueria will be at the Guard Post and employees shall undergo mandatory thermal scanning by Security Guards and UHS personnel.
8. VSU Tuyok will be available at the Guard Post area from 7:30am to 8:30am to ferry VSU employees, including those who are residing in the campus, to their respective offices.

For your guidance and strict compliance.


EDGARDO E. TULIN
President