



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A

Office of the Vice President for Administration & Finance

02 March 2015

MEMORANDUM NO. 9

Series of 2015

TO : Mr. Remegio M. Sanico,

RE : Designation as the new *Dispatcher of University Vehicles* on top of your Current Designation as Head of the Heavy Equipment and Light Vehicle Management Unit (HELVMU)

With the eventual retirement of Mr. Jovenal Belarmino and in the exigency of service, you are hereby designated as the *new Dispatcher of University Vehicles* on top of your current designation as Head of the Heavy Equipment and Light Vehicle Management Unit (HELVMU).

As dispatcher, you are responsible in the efficient scheduling on the use of university vehicles, supervision of all university drivers assigned at the General Services Division, and the proper maintenance of all vehicles of the university. You are also directed to monitor the performance of all drivers and to make weekly reports of their performance.

For your information and compliance.


ROBERTO C. GUARTE

Vice President for Admin. & Finance

cc: OP
ODAHRD
ODF
Accounting
SPPMO
Records
Legal Office