



14 December 2023

MEMORANDUM NO. 967
Series of 2023


T O: Mr. Jerson B. Avenido
R E: Designation as On-Call Driver of the Cash Office

You are hereby designated as **on-call driver** of the Cash Office effective December 15, 2023 in addition to your duties and responsibilities as University driver.

As on-call driver, you are expected to:

1. Operate the University vehicle whenever necessary or as the need arises;
2. Make sure that the University vehicle is properly maintained and;
3. Perform other duties that will be assigned from time to time.

Please be guided accordingly.


DANIEL LESLIE S. TAN
Officer-In-Charge

cc: Cash Office
HRMO/RSPPRO
Records
File