



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



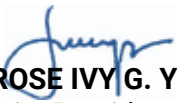
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**MEMORANDUM NO. 1062**

Series of 2024

TO: **Mr. Amiel R. Armada**

RE: **Designation as OIC Head, Motor Pool**

FROM: **DR. PROSE IVY G. YEPES**  
  
University President

DATE: **December 27, 2024**

As per recommendation by the Vice President for Administration and Finance, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **OIC Head, Motor Pool**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Assist the General Services Director in planning, implementation and monitoring all vehicle maintenance and scheduling activities;
2. Supervise MPS personnel for conducting vehicle repair and maintenance activities;
3. Assess the vehicle condition and road worthiness.

As OIC Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF  
OVPPRGAS  
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**OFFICE OF THE PRESIDENT**

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