

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines  
**Office of the President**

15 March 2000

## **MEMORANDUM CIRCULAR NO. 21**

Series of 2000

**T O: ALL DEPARTMENTS/OFFICES AND CENTERS**

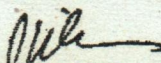
**Subject: DRIVING OF VISCA VEHICLES OTHER THAN THOSE  
OCCUPYING DRIVER POSITIONS**

Because of the inherent liabilities attached to driving and as part of ViSCA's economy measure, effective immediately, previous authority to drive given to staff not occupying driver positions are hereby revoked. Allowing non-drivers to drive shall be allowed only on the following instances:

1. If a unit has an assigned vehicle but without a driver, a qualified staff may be recommended to drive, as long as driving shall be included in his official duties and responsibilities;
2. A unit with more number of vehicles than the number of drivers, may recommend another staff to drive while the official driver is on official travel or on leave of absence. However, this should only be done during extremely necessary cases as determined by the department head concerned. College vehicles should not be used for routinary messengerial work and for the purchase of food for staff not going home for lunch.

Interested department/unit heads and center directors are advised to file their recommendations to authorize a staff to drive college vehicle to this office the soonest time possible. The PPO and the Security Office shall be furnished copies of the new authority to drive granted to non-drivers. Anybody caught driving a college vehicle without authority to drive shall be apprehended and reported to this office for violations of office rules and regulations.

This memorandum takes effect March 16, 2000. Mechanics doing test drive of repaired vehicles and security guards driving the patrol jeep or the ambulance are not covered by this memorandum.

  
**PACIENCIA P. MILAN**  
President

*LNCRST - Juro Capi  
4-5-2000*

cc: Dr. N. P. Pascual  
Security Force  
Records  
File