

December 29, 1988

MEMORANDUM NO. 176

Series of 1988

T O : Prof. Camilo D. Villanueva
Dr. Margarito Escalante
Dr. Angela Almendras

R E : Use and Maintenance of PAJERO

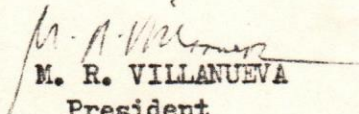
In order to ensure proper use and maintenance of the PAJERO and to stretch its life as long as possible considering the difficulties in acquiring new vehicles, the following shall be strictly observed until changed or modified by this office:

1. Use of the vehicle shall be restricted to business related to ACIAR projects. Use for other purposes or by personnel outside of ACIAR projects shall be subject to the approval by the ViSCA President upon recommendation by the vehicle in-charge;
2. Prof. Camilo D. Villanueva shall take charge of the dispatch, care and maintenance of the vehicle, subject to existing rules and regulation of the college;
3. Whenever appropriate, expenses for maintenance of the vehicle including annual registration and insurance fees shall be shared among ACIAR projects;
4. Operation of the vehicle shall be limited to one identified ViSCA driver from GSO and Mr. Fablito Galenzoga; and

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5. Other restrictions may be imposed by the Office of the President in consideration of the agreement with the Australian Embassy as related to the nature of ownership of the vehicle and its registry.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Ms. L. Nallana
Mr. John Labra