



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM CIRCULAR NO. 03
Series of 2025

TO: All Concerned

RE: Centralized Dispatching of All Owned and Controlled Vehicles of the University

FROM: PROSE IVY G. YEPES, EdD
University President

DATE: January 7, 2025

The University is now implementing a centralized dispatching of all university owned and controlled vehicles, pursuant to BOR Resolution No. 123 series of 2024.

Anent to this, the Motor Pool Services Office is hereby directed to take charge of the unified management and control of all university vehicles. Thus, all units/departments/research centers with vehicles are mandated to turn-over the same to the motor pool including their drivers **effective January 16, 2025**.

For your compliance.

OFFICE OF THE PRESIDENT

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