

35
38
March 11, 1988

March 11, 1988

MEMORANDUM NO. 31

Series of 1988

T O: All Heads

T O: Dr. Margarito C. Escalante Vice President
- Off Mr. Juan C. Labra Affairs
- Accounting Office

R E: Dispatch of Datsun Automobile
- Cash Division
- Commission on Audit

- Int This is to confirm that this office allows the dispatch of the Datsun automobile for official trips of College personnel provided it is dispatched only to destination with most of the distance covered with paved road. However, whenever possible, it should be dispatched only for important College guests.

SUBJECT: This memo cancels/supercedes any previous directive regarding the assignment of the Datsun vehicle.

M. R. Villanueva
M. R. VILLANUEVA
President

cc: Vice President for Administration
Vice President for Academic Affairs
COA
Records
File
The attached records indicate the rates based on position. They do not suggest that those occupying such positions are automatically entitled to honoraria.

Please be guided accordingly.

M. R. Villanueva
M. R. VILLANUEVA
President

above the normal workload. The unit opts to hire additional personnel to cope with the added workloads.