



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM NO. 803**  
Series of 2024

**TO: Engr. Marlon Burlas**  
Director, Physical Plant Office

**Ms. Vivian V. Balbarino**  
Head, Property Office

**RE: Immediate Clean up and Review on the effective Utilization of PPO garage**

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

**DATE: September 19, 2024**

Officials from the Department of Agriculture Regional Office 8 recently paid a visit to the University and discussed several concerns and areas for collaboration such as the possibility of VSU and DA through the Philippine Center for Post Harvest Development and Mechanization (PHILMECH) to collaborate in attaining shared mandate to generate, extend and commercialize appropriate and problem-oriented agriculture and fishery postharvest and mechanization technologies, practices and systems. The Regional Executive Director of DA 8 even offered to hand over pieces of farm machinery and equipment to the university with one condition: said farm machinery/equipment should have its garage or safe storage area to prolong its useful life. Likewise, the University Administrative Council in its September 12, 2024 meeting has endorsed for BOR approval a centralized dispatching system for University vehicles.

Anent to this, you are hereby directed to conduct an inventory of the vehicles parked at the PPO garage. Those vehicles that can no longer be economically repaired and is due for disposal should be turned over to the Property Office for appropriate action. Any item(s) preventing the use of the PPO garage for parking University vehicles should be removed or appropriately stored or turned over to the Property Office for action.

As a policy, only university vehicles should be parked at the PPO Garage. Because of the need for parking spaces and possible centralized dispatching of university vehicles, private vehicles, temporarily using unutilized garage space shall no longer be allowed to continue to do so. Owner/s should be immediately informed to transfer his/her unit/parking area.

For your information and usual compliance.