

## Visayas State University

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## Office of the President

22 December 2009

MEMORANDUM NO. 249 Series of 2009

T O: All Concerned

R E: Service Vehicle Driver

In view of the Holiday Season, please make yourselves available and ready to be assigned as service vehicle driver of the President on the following dates if the need arises:

	<u>Driver</u>	<u>Date</u>
1. 2. 3. 4. 5. 6.	Reynaldo Villacorte Norjito Quimco Cesar Quinones Alberto Banayag Ramon Tuyan Roberto Aureo Nolito Rabanos	 December 23 December 24; January 1 & 2, 2010 December 25, 26 & 31 December 27 December 28 December 29 December 30

Furthermore, kindly submit your celphone number to this office immediately.

Please be guided accordingly.