

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

December 19, 1995

OFFICE OF THE PRESIDENT

MEMORANDUM NO. 146
Series of 1995

T O : All Regular Drivers, Dispatcher and Head,
Motor Pool

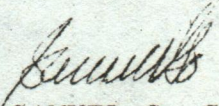
SUBJECT : DRIVING WORK DURING SATURDAYS, SUNDAYS AND
HOLIDAYS

It has been reported that a number of regular drivers refuse to accept driving work for trips during week-ends and other holidays. This attitude is unbecoming of a good government employee.

In view of this, regular drivers are reminded of their duty to serve the government with utmost dedication. Furthermore, refusal, without justifiable reason, to perform overtime work such as driving during holidays is an offense punishable under the Civil Service Law and Rules.

In this connection, the Transportation Dispatcher and the Head of the Motor Pool are advised to report to the Administrative Officer drivers who refuse to serve trip tickets during week ends and other holidays so that appropriate disciplinary actions can be instituted against them.

For compliance.


SAMUEL S. GO
President

cc: Vice President for Admin.
Administrative Officer V
Personnel
Records
Director, PPO
Head, Motorpool
Transportation Dispatchers
All ViSCA Regular Drivers
File