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VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

November 18, 1993

MEMORANDUM NO. 249
Series of 1993

T O: All ViSCA Faculty and Staff

R E: GUIDELINES IN THE USE OF COLLEGE VEHICLES

Effective immediately, the following guidelines in the use of college vehicles shall be strictly followed:

ViSCA staff member who intends to use college vehicles should attach a copy of his approved travel request/order to his request for trip ticket approval.

ViSCA faculty and staff who desire to travel using college vehicle shall submit request for approval of trip ticket to the Physical Plant Office two (2) days before the actual date of travel, except the College President and personnel of Cash Division making deposit/withdrawal to and from the bank, and except further in emergency cases involving eminent danger and loss of life and property.

Head of party using college vehicles should share a ride with other staff members who are also traveling on official business. In case there are too many riders for the available space, staff members whose names are listed in the approved trip ticket or trip tickets, in case of fused requests, shall be given priority over those not listed.

The Gas Station Manager shall issue fuel only to properly marked vehicles. Similarly the dispatcher and Security Guard on duty should dispatch only college vehicles that are properly marked For Official Use Only. Vehicles without the markings "Visayas State College of Agriculture - For Official Use Only" shall be refused from the issuance of fuel and lubricants from the ViSCA depot.

The dispatching of college vehicles for personal use shall be based on the following purposes and circumstances:

1. Transporting sick and non-ambulatory staff member, including the immediate members of his family, and students to or from a hospital.

2. Funerals of immediate family members of ViSCA staff, staff members and ViSCA retirees. Immediate members of the family includes husband, wife, children, parents, parents-in-law, brothers and sisters.
3. Emergency cases such as those endangering life and property falling under force majeure/epidemics.
4. Funerals of students.

5. The requesting party shall provide the fuel, lubricants and per diem of the driver prior to the release of the college vehicle for personal use.

In case of a travel fetching/conducting college visitors, the trip ticket shall be supported by a radio message or any communication showing that a visitor is to be fetched/conducted.

Trips to Tacloban airport or regional offices in Tacloban shall be preferably limited to one vehicle on Mondays, Wednesdays and Fridays (MWF). Visitors, except benefactors of ViSCA, must be advised to time their trips on these days. Any passenger must be willing to sacrifice by waiting for the arrival of visitors at the airport or for other passengers to complete their business transactions in Tacloban.

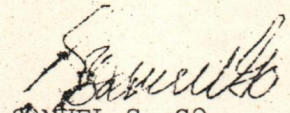
Travels to and from Manila via Cebu shall be encouraged to minimize dispatch of vehicles to and from Tacloban.

Short trips to the poblacion and nearby towns are discouraged except those with bulky and heavy pieces of luggage or where the staff is on an urgent mission.

Security Guards on duty must be very strict in checking approved trip tickets for vehicles before allowing them to leave the campus.

This memorandum supersedes all memoranda/administrative order issued earlier concerning the use of College vehicles.

Please be guided accordingly.


SAMUEL S. GO
President

cc: All Dept./Center/Office Heads
Physical Plant Office
Mr. Marmelito Pala

Security Office
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