



22 January 2021

MEMORANDUM NO. 48
Series of 2021

T O: Mr. Jenzen Jhon M. Villaruel
R E: Designation as On Call Fire Truck Driver

As favorably endorsed and recommended by Dr. Julius V. Abela, the Head of OUDRRM, you are hereby designated as **on call fire truck driver** of the University in addition to your duties and responsibilities as University security guard. This designation is effective immediately until such time that the Bureau of Fire Protection-LGU Baybay will detail a fire truck personnel at the University fire substation office.

As on call fire truck driver, you are expected to:

1. Operate the University fire truck whenever necessary or as the need arises;
2. Make sure that the University fire truck is properly maintained and;
3. Perform other duties that will be assigned from time to time.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: Dr. J. V. Abela
OUDRRM
ODHRM/RSPPRO
Records
File