



Visayas State University

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Office of the President

31 January 2011

MEMORANDUM NO. 83

Series of 2011

T O: Mr. Manuel A. Redula - Head
Mr. Jovenal B. Belarmino - Assistant Head

R E: Designation as Head and Assistant Head of the Transportation Unit

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated Head and Assistant Head of the Transportation Unit under the General Services Division effective February 1, 2011 until December 31, 2011 or unless sooner revoked or terminated by higher authorities.

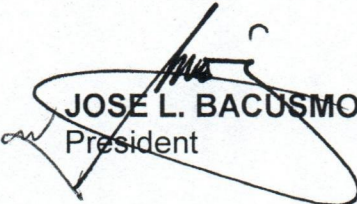
The following are your duties and responsibilities:

1. Supervise all drivers assigned at the General Services Division driving light vehicles.
2. Prepare schedule of official trips and dispatch vehicles of good running condition with the corresponding driver for conducting VSU faculty and staff and official visitors during official travel.
3. Issue a Driver's Performance Evaluation Sheet to the Head of Party every trip and collect the filled-up evaluation sheet from the Head of Party after each trip.
4. Oversee the implementation of the conduct of regular maintenance and check-up of all light vehicles by the assigned driver either daily, weekly, or monthly;
5. Coordinate with the Head of the Heavy Equipment and Light Vehicles Maintenance Unit for the regular engine check-up of all light vehicles used by the Transportation Unit.
6. Prepare Purchase Requests of all supplies and materials needed for the efficient and safe operation of all light vehicles used by Transportation Unit.
7. Keep accurate individual records of the regular maintenance, engine check-up, supplies and materials used by each vehicle, and other important information.

8. Do other related jobs that may be assigned by the Director of the General Services Division.

As such, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.



JOSE L. BACUSMO
President

cc: OVPAA
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OVPPRG
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Directors
ODF/Budget
ODA
Cash
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Accounting
COA
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