

## OFFICE OF THE PRESIDENT

August 11, 1989

MEMORANDUM NO. 120  
Series of 1989T O: Mr. Dominador S. Ugsang  
Chief, Security OfficeR E: Enforcement of Rules and Regulations Governing Traffic  
and Control of College Vehicles

In order to monitor strictly the use of College vehicles and protect the safety of pedestrians, it was emphasized by the President's Advisory Council in its meetings on July 27, 1989 and Aug. 10, 1989 that the Security Office should perform its responsibilities more actively as follows:

1. The Security Office shall be held equally responsible as the vehicle dispatcher and the driver in observing government rules regarding the use of vehicles off-campus. Hence the Security Guard at Post No. 1 shall always check vehicles going out of campus and shall see to it that the drivers present a copy of a valid trip ticket.
2. Any driver caught or known to be driving a College vehicle outside the campus without proper authorization should be reported by the Security Guards (or by anyone) to the Chief of Motor Pool, GSO Director or to the President.
3. Speed limites on campus must be strictly enforced for the safety of the public.
4. Driving of motor vehicles (2-wheel and above) without valid license must be prohibited for the protection of the driver himself, the vehicle owner and the pedestrian. (Minors have been observed to be driving motor vehicles on campus alone.)

The security guards must learn to be familiar with all existing rules and regulations and must be reminded of their police powers to enforce the law.

*M. R. Villanueva*  
M. R. VILLANUEVA  
President

cc: All concerned