



9 November 2023

MEMORANDUM NO. 936
Series of 2023

T O: Mr. Jhon Kenneth B. Maningo
R E: Designation as On Call Driver in the Security force

As favorably endorsed and recommended by Dr. Julius V. Abela, the Head of UDRRMSSO, you are hereby designated as **on call driver** of the University in addition to your duties and responsibilities as University security guard.

As on call driver, you are expected to:

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

Please be guided accordingly.


DANIEL LESLIE S. TAN
Officer-In-Charge

cc: Dr. J. V. Abela
UDRRMSSO
HRMO/RSPPRO
Records
File