



21 October 2016

MEMORANDUM NO. 271

Series of 2016

**T O: All Concerned**

**R E: LTO Deputation Seminar**

The university will conduct a 3-day **LTO Deputation Seminar and On-the-Job Training** for all VSU plantilla security guards (Main and External Campuses) on **26–28 October 2016**, starting at **8:00 a.m. in the VSU Convention Center**.

On the first day of the seminar, topics on Basic Road Rules and Defensive Driving will be taken up to enlighten motorized vehicle drivers on safe driving methods.

In this connection, all College Deans, Department/Office Heads and Directors are requested to allow their students and staff who are driving motorized vehicles to attend/participate on the said seminar for them to benefit the objective of a safe and secure VSU. Furthermore, vehicle owners/drivers issued with gate pass stickers will also be invited through the Security Services Management Office.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

✍ President