

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

April 11, 1997

Memorandum No. 35  
Series of 1997

T O: Engr. Celso Gumaod *aw*

R E: Recommended Policy Changes at the ViSCA Motorpool

As recommended by the Fact-Finding Committee assigned to investigate the loss of the FARMi speakers, in order to improve the existing operations of the Motorpool, you are hereby directed to do the following:

1. Make the Motorpool work area "Off Limits" to unauthorized ViSCA staff, private persons and drivers. This should be done by enclosing the area with interlink wire and only authorized personnel should be allowed to enter. The PPO Director is directed to plan out how the area can be effectively enclosed.
2. Institute security procedures to ensure that tools or spare parts are not brought outside by checking all personnel/workers/persons when entering and when going out of the Motorpool. A form should be designed for this purpose.
3. Accessories of vehicles admitted and discharged from the Motorpool should be inventoried and properly receipted by Motorpool incharge. A form should also be designed for the purpose.
4. Drivers assigned in academic departments and research centers doing minor repair work at the Motorpool should be required to log in and out upon completion of the repair.

A report as to the implementation of this directive should be submitted to this office the soonest time possible but not later than April 30, 1997.

For compliance.

*Samuel S. Go*  
SAMUEL S. GO  
President

cc: Dr. N.P. Pascual *Paul*  
Engr. N.M. Israel *Paul*  
Ms. L.B. Cano  
All Dept/Office Heads  
All ViSCA Drivers  
Records *Paul*