

November 11, 1988

MEMORANDUM NO. 149  
Series of 1988

T O: Dr. Margarito C. Escalante  
GSO Director

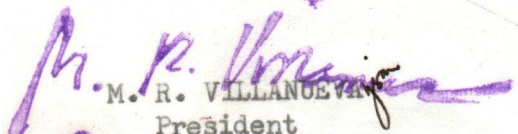
Mr. Juan S. Labra  
Chief, Motor Pool Division

R E: Provision of Transport Service on Special Occasions

While still deliberating on a general request for transportation to bring employees to ViSCA and back to town, you are authorized to dispatch an appropriate vehicle to bring to Baybay town, or to places closer, employees in groups stranded on campus during inclement weather. For obvious reasons, dispatches should serve groups rather than individuals.

Similarly, transportation may be provided to employees on scheduled basis going up the Administration Buildings and other places along the route during rainy mornings when walking is practically impossible.

Specific guidelines may have to be formulated by your office to cover long-term service.

  
M. R. VILLANUEVA  
President