



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 609
Series of 2024

TO: Mr. Marvin M. Lao

**RE: Designation as Focal Person/Officer-In-Charge for Motor Pool Service
Dispatching and Fuel Consumption Monitoring**

FROM: DR. PROSE IVY. G YEPES
University President

DATE: July 22, 2024

As per recommendation by the Vice President for Administration and Finance, in the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Focal Person/OIC for Motor Pool Service Dispatching and Fuel Consumption Monitoring**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Performing scheduling monitoring vehicle/s dispatching;
2. Records all dispatched vehicle/s;
3. Monitors and records fuel consumptions for vehicle/s dispatched for energy saving baseline.

As Focal Person/OIC, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **July 23, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc: OVPAF
OVPPRGAS
File