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MEMORANDUM NO. 148
Series of 1989

T O: Mr. Wilfredo C. Valenzona
Administrative Officer

In your capacity as VISCA's Administrative Officer and with the function inherent to your position, you are hereby assigned to study and make recommendations, consistent with existing government rules and regulations on the following matters:

1. Provision of bail, medical, hospitalization and other expenses for VISCA drivers involved in an accident.
2. Provision of personal insurance to drivers.
3. Legal assistance to drivers.

Please submit your findings and recommendations in 10 days.

3. Improving security measures for the College.
4. Assigning PC/DP personnel attached to the College in special posts on campus.
5. Performing other tasks assigned by the Chief Security Officer of the College.

M. R. Villanueva
President

In return for this assignment, you shall be entitled to use College facilities like other VISCA security guards in addition to your usual honorarium.

Please be guided accordingly.

M. R. Villanueva
President

cc: Chief Security Officer
Capt. Romulo Mendez
Capt. Felimon Maray
Records

10/2/89