

March 17, 1988

MEMORANDUM NO. 34
Series of 1988


TO: Information Office
Office of the President
Legal Office
Planning Office

RE: MOTORCYCLE ASSIGNED TO THE PRESIDENT'S OFFICE
(Plate No. SA 8131)

The motorcycle assigned to the Office of the President is placed under the care of Mr. PABLITO GALENZOGA. It is available for use by personnel under the Office of the President to do campus errands and trips to nearby areas within a 10-km radius. Its use maybe extended to other units in some instances by arrangement. In all cases, users must possess appropriate and valid driver's license.

Since care and maintenance of the motorcycle is placed under the responsibility of Mr. Galenzoga, he reserves the right to refuse any request if in his judgment, the use of the motorcycle is prejudicial to the condition of the machine or the purpose of the trip is prejudicial to the interest of the service. Unless authorized otherwise, the motorcycle shall be kept locked in the Administration Building at night. Its use outside the campus must follow all applicable College and government rules.

Please be guided accordingly.


M. R. VILLANUEVA
President

cc: Mr. Pablito Galenzoga