



13 August 2021

MEMORANDUM CIRCULAR NO. 83

Series of 2021

T O: Chancellors, Head for General Services, Head of Motor Pool Services

R E: Re-Orientation Seminar on Duties and Responsibilities of Drivers

In view of our mandate to safely conduct our employees and clients to perform their functions, a re-orientation seminar on Duties and Responsibilities for Drivers will be conducted on August 17, 2021 for External Campuses Drivers (8:00 am – 12:00 noon) and August 18, 2021 for the VSU Main Drivers to be held at the OVPAF Conference Room.

In view hereof, please allow your staff to attend in this important activity in order to remind on RA 6713: Code of Conduct and Ethical Standards for Public Officials and Employees, and their duties and responsibilities as VSU employee. The face to face seminar will strictly impose minimum health protocols. Attendees from the Component Colleges are reminded to prepare Travel Orders duly approved by this office.

For the guidance and active participation of all concerned.

EDGARDO E. TULIN
President