

OFFICE OF THE PRESIDENT

February 19, 1993

MEMORANDUM NO. 18
Series of 1993


T O: All Center, Department and Office Heads

R E: Penalizing Drivers Found Guilty of Violation of
Existing Rules and Regulations

It has been observed that some drivers are using College vehicles without duly approved trip tickets even on trips outside the campus. To avoid or prevent anyone from doing this, all Center, Department and Office Heads with College vehicles (including motorcycles) should strictly monitor the whereabouts of their vehicles and accomplish the needed trip tickets even if used within the campus. Anyone found guilty of violating the existing College rules and regulations will be dealt with accordingly.

In this connection, the Security Guards are hereby instructed to inspect trip tickets of all vehicles and report any violation for immediate action.

For strict compliance.


M. R. VILLANUEVA
President

cc: Prof. Sergio E. Abit
Chief Security Officer