



VISAYAS STATE UNIVERSITY

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Office of the President

2 July 2007

MEMORANDUM CIRCULAR NO. 33

Series of 2007

T O: All Faculty and Staff

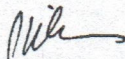
R E: Request of Vehicle for Burial Services

Please be informed that Visayas State University can no longer respond to all requests for vehicles to be used for burial services due to the following reasons:

1. VSU vehicles are already old needing frequent repair and maintenance,
2. Cost of spare parts are becoming expensive, and
3. Budget for repair and maintenance is decreasing every year.

Considering the above situation, requests for vehicles may be approved on limited basis but only for the **immediate member*** of the household of VSU staff/employee, subject to availability of the vehicle. All expenses relative to the travel (e.g. fuel, driver's per diem) shall be borne by the requesting party including repair and maintenance fee of FIVE HUNDRED PESOS ONLY (P500.00) which must be paid to the Cashier before any vehicle is dispatched.

For information and guidance.


PACIENCIA P. MILAN
President

**Immediate Member: Father, Mother, Brother, Sister, Son, Daughter excluding In-Laws*