

Department of Education

REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

12 Sep 2022

DIVISION MEMORANDUM No._______, s. 2022

GUIDELINES ON THE USE OF OFFICIAL VEHICLE

To: Asst. Schools Division Superintendent
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

- 1. To serve as a guide in the use of office vehicles, the following shall be observed:
 - a. The office vehicles are for official use only and only for activities related to or in the performance of duty including those sanctioned by the Office of the Schools Division Superintendent;
 - b. The use of the vehicle for long-distance travel such as more than three-hours drive is discouraged except when there is a Division activity and its use is necessary due to the volume of materials to be transported or the venue is not readily accessible by long-distance public transport, and such other analogous circumstance;
 - c. Those who avail of the office vehicle are not entitled to reimbursement of transportation expenses regardless of the distance and purpose of travel;
 - d. In case of simultaneous activities, priority for the use of the vehicle shall be determined by the Administrative Division. When circumstances demand, priority is given to those who are not entitled to transportation allowance provided that the travel is related to the performance of duty;
 - e. To reserve for the use of the vehicle, the **Vehicle Request Form** shall be filled up and submitted to the Admin Section. It shall be on "first comefirst serve" basis. In reserving the vehicle, the specific time for its use must be provided, in case of simultaneous activities within the same day, priority shall be given to the request of those who are not entitled to travel allowance:
 - f. The maintenance and schedule for the use of the vehicle is the responsibility of the General Services Unit (GSU) and the Supply Section;
 - g. If there are simultaneous activities and whenever possible and necessary, the drivers may not wait for the transported passenger/s until the end of the activity to be able to transport other passenger/s who reserved;
 - h. The drivers are entitled to overtime pay subject to existing rules on payment of overtime pay.



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2. To maintain the vehicles, the following shall be observed:

a. Drivers' Responsibilities:

- i. Before leaving the garage, check the oil, battery, water, and lubricants daily;
- ii. Clean the exterior and interior part of the vehicle being driven at least twice a week that is every Tuesday and Thursday, before leaving the premises;
- iii. Ensure tire condition of the vehicles every day;
- iv. Check the under chassis every six (6) months;
- v. For change oil/maintenance, report to the Asset Management Section or GSU every 5,000-kilometer mileage of the vehicle;
- vi. Accomplish Trip Tickets regularly before leaving the office premises;
- vii. Return the vehicle in good condition and park it at the Division Office parking area;
- viii. Ensure that trip tickets are duly signed by the passengers every trip and that passengers have approved Authority to Travel or Locator Slip before leaving the Office premises; and
 - ix. Present and submit to the guard the duly signed vehicle pass with attached copy of the trip ticket.

b. The Admin Section Head and General Services Unit shall:

- Oversee, monitor and ensure the strict adherence and compliance by the Drivers and passengers with the guidelines relative to the use of official vehicle;
- Process requests for official vehicle and inform the requestor if the request is approved or not;
- iii. Maintain a schedule of the utilization of the Official Vehicle;
- iv. Facilitate yearly renewal of vehicle insurance before its expiry;
- v. Cause payment of oil expense through the Cashier, subject to the usual accounting and auditing rules and regulations;
- vi. Review and check Trip Tickets issued to the Drivers before departure and after return of the official vehicle; and
- vii. Issue fuel requisition slip for the official vehicle as authorized signatory.

3. In case of an accident, the following shall be applied:

- a. If the other vehicle is found to be at fault, the owner of the vehicle shall shoulder the cost of repairs either by directly paying the work to the shop chosen by this Division or through the said party's insurance. For this purpose, the head of the Admin Section shall assert this at once;
- For "own damage," a claim may be filed with the insurance of the office vehicle;
- c. If the official driver is at fault as determined by proper authorities and the cost of repair for the other vehicle cannot be charged against the



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insurance of the office vehicle, the office driver shall assume responsibility for the cost;

- d. The Admin Section Head, in close coordination with the Driver, General Services Unit and Asset Management Section, shall promptly file claims on insurance when applicable upon the availability of necessary documents.
- 4. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

5. This is for your information, guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESO V

Schools Division Superintendent

To be indicated in the Perpetual Index Under the following subjects:

EMPLOYEES

POLICY

VEHICLES



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PROCESS FLOW FOR THE UTILIZATION OF OFFICIAL VEHICLE Section/Unit Head **General Services** Admin Section Head School Division Superintendent **Employee** Vehicle START REVIEWS VRF IF ACCOMPLISHES THE **EMPLOYEE HAS REVIEWS CALENDAR** VEHICLE REQUEST APPROVED AT/LS IF APPROVES OR **RECEIVES AND** AND NOTE IF THERE FORM (VRF) AND **EMPLOYEE WILL BE** DISAPPROVES THE RECORDS REQUESTS IS A VEHICLE YES **SUBMITS IT TO** A PASSENGER; IF REQUEST AVAILABLE SECTION/UNIT HEAD DOCUMENT ONLY, NO NEED for St VRF W/ VEHICLE **APPROVED** COMPLETE AVAILABLE? edne **DETAILS?** YES **REVIEWS CALENDAR** RECOMMENDS **INFORM** AND NOTE IF THERE APPROVAL AS **REQUESTING** IS A VEHICLE **APPLICABLE EMPLOYEE** AVAILABLE \mathbf{Q} END

PROCESS FLOW FOR THE UTILIZATION OF OFFICIAL VEHICLE **General Services** Driver School Division Superintendent Security Guard Admin Section Head S S ത ൧ Vehicle **REVIEWS AND** PREPARES ISSUANCE OF: VEHICLE PASS SLIP IS APPROVES TRIP TICKET RECOMMENDS ACTION ON APPROVED VRF 1. TRIP TICKET SUPPORTED WITH APPROVED VEHICLE PASS SLIP AND 1. TRIP TICKET 2. VEHICLE PASS SLIP TRIP TICKET & VRF? FUEL REQUISITION SLIP? 2. VEHICLE PASS SLIP 3. FUEL REQUISITION SLIP 3. FUEL REQUISITION SLIP YES O NOTES IN THE CALENDAR PERMITS DEPARTURE OF CHECKS CONDITION OF THE INFORMS DRIVER AND THE APPROVED OFFICIAL VEHICLE AND VEHICLE AND ENSURES IT IS UTILIZATION OF THE REQUESTING EMPLOYEE/ ◀ $\boldsymbol{\sigma}$ SAFE FOR TRAVEL RECORDS VEHICLE'S VEHICLE UNIT **ACTUAL TIME OF Ticket** DEPARTURE NO END RETAIN 1 COPY OF EACH INFORMS THE REQUESTING DOCUMENT THEN INFORM PREPARES THE VEHICLE **EMPLOYEE & SECTION/** Trip FOR TRAVEL DRIVER AND GENERAL UNIT HEAD SERVICES HOLD THE DEPARTURE OF OFFICIAL VEHICLE AND ADVICE DRIVER TO REPORT TO ADMIN SECTION HEAD 2 PRESENTS THE APPROVED Q END VEHICLE PASS SLIP BEFORE Ste END LEAVING THE PREMISES



Department of Education

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VEHICLE REQUEST FORM

Destination(s):Purpose:	quest: Date & Time of Travel: n(s):					
Passenger(s): NAME OF EMPLOYEE/S						
Requested by:	Received:					
Chief/ Unit Head	Administrative Section					
To be filled out I	by the Action Officer/s					
	Control No.:					
Action:						
☐ Approved ☐ Disapproved; Indicate	e reason:					
OLGA C. ALONSABE, PhD, CESO V Schools Division Superintendent						
If disapproved, Admin/GSU must inform the req	uesting employee as soon as possible.					
If approved, select the vehicle to be used, indicate the same in the calendar and facilitate the issuance of the trip ticket. ☐ Pick-up (Mitsubishi Strada with Plate No. B8F-813) ☐ Van (Toyota Hi-Ace with Plate No. P57-048) ☐ SUV (Toyota Revo with Plate No. SFP-524)						
Noted by:						
Signature over printed name of Driver *Driver is expected to check the condition of the vehicle to be used and accomplish the necessary trip ticket and vehicle pass for approval						





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VEHICLE TRIP TICKET NO					
			Approved Vehicle Request Form Control Number:		
Instruction:			-		
	Fill in duplicate. Original to Driver to be returned.	urned upon completion of travel.			
	B. Duplicate to Administrative				
Date:			Vehicle Plate No.:		
Driver:			venicie i late ivo		
Dirver.					
Authorized P					
	NAME OF EMPLOYEE/S ADRIAN GABRIEL D. LABADAN DEXTER A. CARANGCARANG		AUTHORITY TO TRAVEL/ LOCATOR SLIP CONTRO	L NUMBER	
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	SUBMIT DOCUMENTS				
_	PAYMENTS/DEPOSIT				
<u>P</u> .	PICK-UP SUPPLIES				
		Au	thorized by:		
		_	OLGA C. ALONSABE, PhD, CESO V		
			Schools Division Superintendent		
				0.1 . 70 11	
Trip No. T		ure Place Time	Arrival Place GSIS	Odometer Reading	
Trip No. T	DIVISIO	N OFFICE	GSIS	Odometer Reading	
Trip No. T	DIVISIO G			Odometer Reading	
Trip No. T	DIVISIO G D A	N OFFICE SIS BP MZ	GSIS DBP AMZ STARKING	Odometer Reading	
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Trip No. T	DIVISIO G D A STAF	N OFFICE SIS BP MZ RKING IASTER	GSIS DBP AMZ STARKING WIZMASTER PC MAGNET	Odometer Reading	
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NAME OF EMPLOYEE

Passenger

NAME OF EMPLOYEE

Passenger



Department of Education

REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

VEHICLE PASS SLIP

Date:			
Vehicle:			
	☐ Pick-up (Mitsubishi Strada v	vith Plate No. B8F-813)	
	☐ Van (Toyota Hi-Ace with Pla	te No. P57-048)	
	☐ SUV (Toyota Revo with Plat	e No. SFP-524)	
Dairean			
Driver:			
VRF Control N			
Trip Ticket No	:		
	ETD:	ETR:	
	Estimated Time of Departure	Estimated Time of	
*Attach the app form to the guo	proved Vehicle Request Form and T ard	rip Ticket upon presenting and s	submitting th
Guard on Duty	/:		
	Actual Time Departed	Actual Time Arrival	
Approved:			
Approved.			

Schools Division Superintendent



Republic of the Philippines

Department of Education

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VEHICLE PASS SLIP

Date: Vehicle:			
	□ Pick-up (Mitsubishi Strada w□ Van (Toyota Hi-Ace with Plate□ SUV (Toyota Revo with Plate	te No. P57-048)	
	LI SOV (TOYOLA KEVO WILII PIALE	: NO. 3FP-324)	
Driver:			
VRF Control No	.:		
Trip Ticket No:			
	ETD:	ETR:	
	Estimated Time of Departure	Estimated Ti	me of Arrival
*Attach the app form to the guar	roved Vehicle Request Form and Tr d	ip Ticket upon presenting	g and submitting this
Guard on Duty:			
	Actual Time Departed	Actual Time Arrival	
Approved:			

OLGA C. ALONSABE, PhD, CESO V

Schools Division Superintendent