



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

12 Sep 2022

DIVISION MEMORANDUM
No. 400, 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 come - first 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.





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

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:

- i. Oversee, monitor and ensure the strict adherence and compliance by the Drivers and passengers with the guidelines relative to the use of official vehicle;
- ii. 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;
- b. 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





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- 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

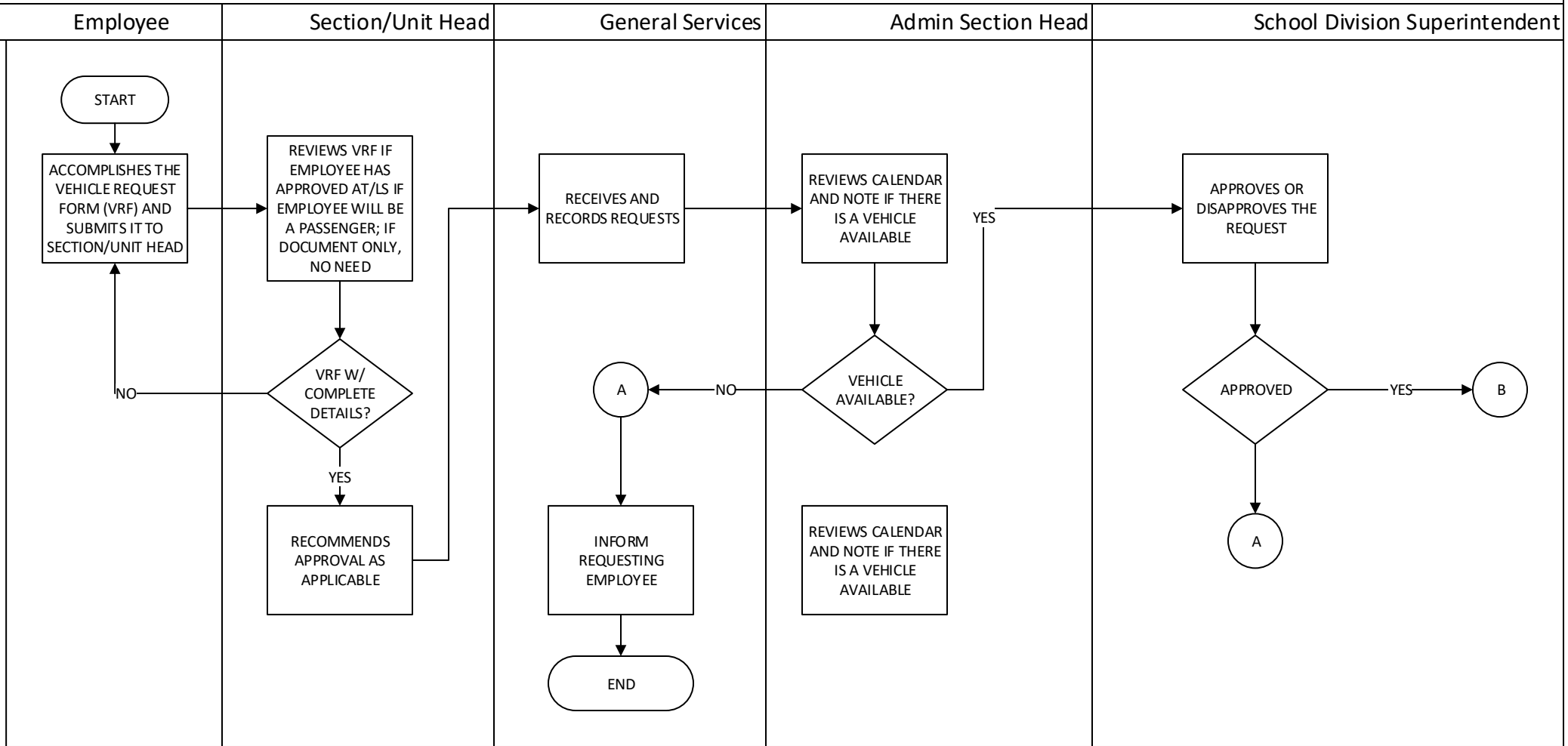
POLICY

VEHICLES



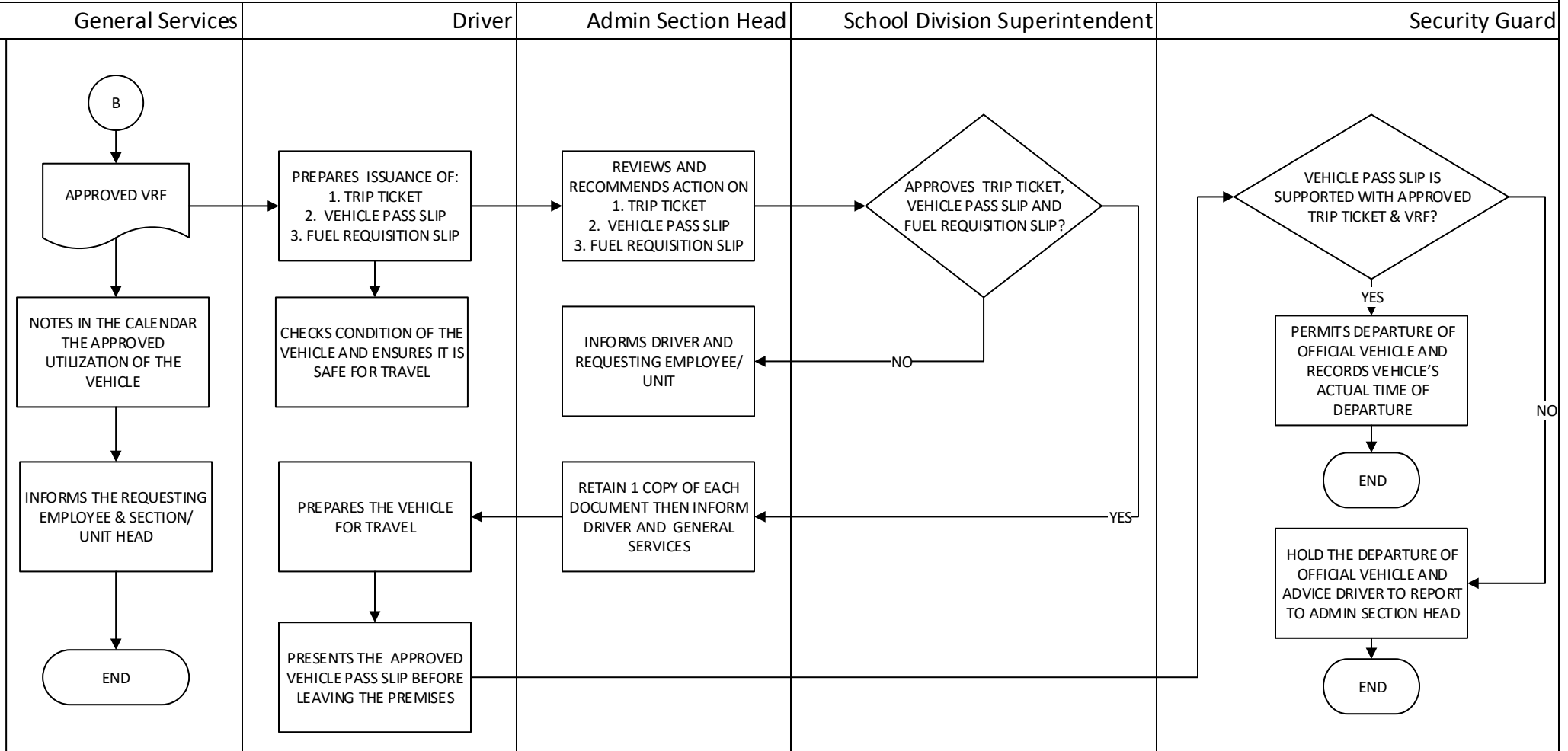
PROCESS FLOW FOR THE UTILIZATION OF OFFICIAL VEHICLE

Step 1: Request for Vehicle



PROCESS FLOW FOR THE UTILIZATION OF OFFICIAL VEHICLE

Step 2: Trip Ticket and Vehicle Pass





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SCHOOLS DIVISION OF EL SALVADOR CITY

VEHICLE REQUEST FORM

Date of Request: _____ Date & Time of Travel: _____

Destination(s): _____

Purpose: _____

Passenger(s): _____

NAME OF EMPLOYEE/S	LS/AT Number

Requested by: _____
 Chief/ Unit Head

Received: _____
 Administrative Section

-----To be filled out by the Action Officer/s-----

Control No.: _____

Action:

Approved Disapproved; Indicate reason: _____

OLGA C. ALONSABE, PhD, CESO V
 Schools Division Superintendent

If disapproved, Admin/GSU must inform the requesting 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*





Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

VEHICLE TRIP TICKET NO. _____

Approved Vehicle Request Form Control Number: _____

- Instruction:
1. Fill in duplicate.
 2. Original to Driver to be returned upon completion of travel.
 3. Duplicate to Administrative Service for return control.

Date: _____
 Driver: _____

Vehicle Plate No.: _____

Authorized Passenger/s:

NAME OF EMPLOYEE/S	AUTHORITY TO TRAVEL/ LOCATOR SLIP CONTROL NUMBER
ADRIAN GABRIEL D. LABADAN	
DEXTER A. CARANGCARANG	

Destination/s:

GSIS	PC MAGNET
DBP	DATA WORLD
AMZ	GLORIETTA
STARKING	OMICRON
WIZMASTER	

Purpose/s:

SUBMIT DOCUMENTS
 PAYMENTS/DEPOSIT
 PICK-UP SUPPLIES

Authorized by:

OLGA C. ALONSABE, PhD, CESO V
 Schools Division Superintendent

Trip No.	Time	Departure Place	Time	Arrival Place	Odometer Reading
		DIVISION OFFICE		GSIS	
		GSIS		DBP	
		DBP		AMZ	
		AMZ		STARKING	
		STARKING		WIZMASTER	
		WIZMASTER		PC MAGNET	
		PC MAGNET		DATA WORLD	
		DATA WORLD		GLORIETTA	
		GLORIETTA		OMICRON	
		OMICRON		DIVISION OFFICE	

Gasoline Used:

Balance in Tank: _____ liters	Total kilometers travelled: _____ kms.
Issued from Stock: _____ liters	Gear Oil Used: _____ liters
Purchase Outside: _____ liters	Lubricating Oil Used: _____ liters
Gasoline Used: _____ liters	Greased Used: _____ liters
Balance in Tank: _____ liters	

I HEREBY CERTIFY that the vehicle was used in Official Business as stated.

 Signature over printed name of the Driver Assigned

Certified Correct:

NAME OF EMPLOYEE <i>Passenger</i>	NAME OF EMPLOYEE/S <i>Passenger</i>	NAME OF EMPLOYEE <i>Passenger</i>	NAME OF EMPLOYEE <i>Passenger</i>
NAME OF EMPLOYEE <i>Passenger</i>	NAME OF EMPLOYEE <i>Passenger</i>	NAME OF EMPLOYEE <i>Passenger</i>	NAME OF EMPLOYEE <i>Passenger</i>
NAME OF EMPLOYEE <i>Passenger</i>	NAME OF EMPLOYEE <i>Passenger</i>		



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VEHICLE PASS SLIP

Date: _____

Vehicle: _____

- 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)

Driver: _____

VRF Control No.: _____

Trip Ticket No: _____

ETD: _____

Estimated Time of Departure

ETR: _____

Estimated Time of Arrival

**Attach the approved Vehicle Request Form and Trip Ticket upon presenting and submitting this form to the guard*

Guard on Duty: _____

Actual Time Departed

Actual Time Arrival

Approved:

OLGA C. ALONSABE, PhD, CESO V
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