



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 10, 2022

OFFICE MEMORANDUM

No. 015, s. 2022

POLICY ON THE USE OF THE DIVISION SERVICE VEHICLES

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Unit/Section Heads
All Others Concerned

1. Pursuant to COA Circular No. 75-6, "Regulating the Use of Government Motor Vehicles, Aircrafts and Watercrafts", and DBM NBC No. 580, "Adoption of Economic Measures in the Government due to the Emergency Health Situation", this Division adopts the proper procedure and implements mechanisms on the use of government vehicles as provided for under said circular.
2. The proper use of the government vehicle shall be regulated to include the following:
 - a. Use of Trip Tickets

The use of the vehicle shall be made through accomplishing the trip ticket form in two copies, stating the name of the driver, purpose, and destination of the travel. The trip ticket shall be approved by the official authorizing the travel. One copy of the trip ticket shall be surrendered to the guard on duty upon departure and the other copy to be retained by the driver. Moreover, it is required that the trip ticket authorizing the use



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of the vehicle must be presented at anytime the same is demanded by appropriate authorities.

b. Use for Official Purpose

The use of government vehicles shall be strictly and exclusively for official business. Stating further, the use for private social functions such as receptions, balls, theatres, and other personal purposes is prohibited. This prohibition includes the use of government transportation by the spouses, children relatives, friends, etc. of the official entitled thereto even when in the company of said officials.

However, Section of the Executive Order No. 31, s. 1954 provides "In view of the nature of the duties and responsibilities and other official and social standing in their communities, the chiefs of offices xxx division superintendents of schools, xxx and others of equal rank shall be entitled to government transportation from residence to office and vice-versa and in connection with civic and semi-official activities beneficial the public interest xxx".

c. Keeping in Government Garage

All DepEd service vehicles are required, when not in use, to be kept in the designated garage provided by the Office except when in use for strictly official business outside office hours.

3. The request for the use of DepEd service vehicles must be filed with the Office of the Administrative Office at least two (2) weeks before the actual travel, except in extreme emergency cases. The trip tickets must be properly filled up and duly approved. It is emphasized that this Office will implement the **"NO TRIP TICKET, NO TRAVEL/USE OF SERVICE VEHICLE"**.
4. A minimum number of passengers shall be followed to maximize the utilization of the vehicles, to wit:
 - a. Mitsubishi Strada Pick up - 2 passengers
 - b. Toyota Avanza - 2 passengers
 - c. Toyota Fortuner - 3 passengers
 - d. Toyota Hi-ace Van - 4 passengers

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Date: _____

DRIVER'S TRIP TICKET

To be filled-up by the Administrative authorizing official travel.

- 1. Name of the Driver of the Vehicle. _____
- 2. Government Car to be used & Plate No _____
- 3. Name of the Authorized Passenger _____
- 4. Place/s to be visited _____
- 5. Purpose: _____

MICHELLE D. CAGUIMBAL
Administrative Officer V

To be filled-up by the Driver.

- 1. Time of departure from the office/garage. _____ A.M./P.M.
- 2. Time of the arrival (Per No. 4 above) _____ A.M./P.M.
- 3. Time of the departure (Per No. 4 above) _____ A.M./P.M.
- 4. Time of the arrival back to the office/garage _____ A.M./P.M.
- 5. Approximate distance traveled (to and from) _____ A.M./P.M.
- 6. gasoline issued purchased and consumed
 - a. Balance in tank _____ Liters
 - b. Issued by office from stock _____ Liters
 - c. Add purchased during trip _____ Liters
 - Total _____ Liters
 - d. Deduct used during the trip (to and from) _____ Liters
 - e. Balance in tank to the end of the trip _____ Liters
- 7. Gear oil Issued _____
- 8. Lube oil Issued _____
- 9. Grease Issued _____
- 10. Speedometer reading, if any
 - a. At the beginning of the trip _____
 - b. At the end of the trip _____

11. Remarks: _____

Verified by: _____
Guard on Duty **Driver**

I hereby certify to the car is issued for official business as stated above by the Division Personnel.

Date: _____
Passengers: _____

