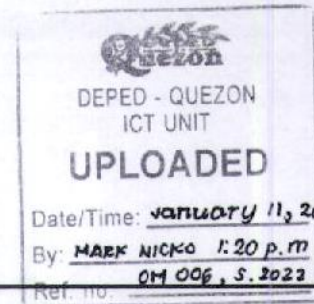




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 006, s. 2022

10 January 2022

DIVISION GUIDELINES ON THE USE OF OFFICIAL VEHICLE EFFECTIVE C.Y. 2022

TO: OIC-Assistant Schools Division Superintendents,
 Division Chiefs,
 Section Heads,
 All Concerned

In reference to DepEd Memorandum No. 03-1219-0514, please observe the following guidelines on the proper use of office vehicles, to wit:

1. All SDO Personnel are authorized to request vehicle service for official use only and only for activities related to or in the performance of duty including those sanctioned by the Office of the SDS.
2. To reserve for the use of the vehicle, the **Vehicle Request Form** shall be filled-up and submitted to the secretary of the assigned office of the requested vehicle/driver, for proper scheduling. It shall be on the *"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 of travel allowance.
3. Also, the repair and maintenance of the vehicle is the responsibility of General Service Section (GSS) headed by the Administrative Officer V, *Maria Dolores D. Atienza*, in compliance to their registered process and as per OUA Memo No. 03-1219-0514.

Furthermore, effective immediately, this Office informs all concerned personnel on the following designation of drivers and official vehicles, to wit:

Office Vehicle	Assigned Driver	Approval
PickUp (White)	Rosalio C. Flancia, Jr.	TM & AO
Van 1 (Kalayaan)	TBD	TM & AO
Van 2 (Karunungan)	Jayson P. Alcalá	TM & AO
DepEd PickUp 1	Genebyrd M. Flancia	TM & AO
DepEd PickUp 2	Engineer or any available (authorized) driver	EFS & TM

For information and guidance.

ELIAS A. ALICAYA JR. EdD
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

OSDSsvd01/10/2022

DEPEDQUEZON-TM-SDS-04-010-005



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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Vehicle Request Form

Date of Filing: _____

Requesting Office/ Section :	
Specific Time and Date Requested :	
Destination :	
Purpose :	
Office Vehicle/ Driver Requested:	
<input type="checkbox"/> PickUp (White)	- Driver: _____
<input type="checkbox"/> DepEd PickUp 1	- Driver: _____
<input type="checkbox"/> DepEd PickUp 2	- Driver: _____
<input type="checkbox"/> Van 1 (Kalayaan)	- Driver: _____
<input type="checkbox"/> DepEd Van 2 (Karunungan)	- Driver: _____

Requested by:

(Name/Designation and signature)

Approved by:

Top Management (SDS / ASDS)

DEPEDQUEZON-TM-SDS-04-025-003



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