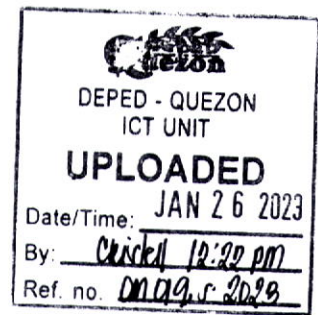




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



24 January 2023

**OFFICE MEMORANDUM**  
OM No. 019, s. 2023

**REITERATION OF DIVISION GUIDELINES ON THE USE OF OFFICIAL VEHICLE  
EFFECTIVE C.Y. 2023**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
All Others Concerned

In reference to DepEd Memorandum No. 03-1219-1514, please observe the following guidelines on the proper use of office vehicles, to wit:

1. All SDO Personnel are authorized to request vehicle for official use only and 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 subject to the approval of the concerned authority.
3. 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.
4. There should be a minimum of four (4) and maximum of twelve (12) passengers per request. The specific time of travel must also indicate in the request.
5. 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. 03-1219-1514.

DEPEDQUEZON-TM-SDS-04-010-005



*"Creating Possibilities, Inspiring Innovations"*

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



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

---

Furthermore, this Office informs all concerned personnel on the designation of the following drivers and their assigned vehicle, to wit:

<b>Office Vehicle</b>	<b>Assigned Driver</b>	<b>Approval</b>
PickUp (White)	Rosalio C. Flancia	TM & AO
Van 1 (Kalayaan)	Genebyrd M. Flancia	TM & AO
Van 2 ( Karunungan)	Jayson P. Alcala	TM & AO
DepEd PickUp 1	Arvin Repaso	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

Admam01/24/2023

DEPEDQUEZON-TM-SDS-04-010-005

---



*"Creating Possibilities, Inspiring Innovations"*

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