



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

DEPED - QUEZON ICT UNIT	
UPLOADED JUL 03 2023	
Date/Time:	
By:	cmk kll 3:53 PM
Ref. no.	OM 103, s. 2023

29 June 2023

OFFICE MEMORANDUM
OM No. 103, s. 2023

**PROCEDURES AND GUIDELINES FOR EFFICIENT UTILIZATION OF DEPED
VEHICLES (AMENDMENT TO THE OM No. 019 s. 2023-REITERATION OF
DIVISION GUIDELINES ON THE USE OF OFFICIAL VEHICLE
EFFECTIVE CY 2023**

To: Assistant Schools Division Superintendents,
SGOD Chief
EFS
DRRM Coordinator
Maria Dolores D. Atienza(AO V)
Security Guard
All Other Concerned

In reference to Office Memorandum No. 019 s. 2023, titled Reiteration of Division Guidelines on the Use of Office vehicles effective CY 2023, please be advise of the new procedures and policy. All other provision of the said OM shall remain in effect.

General Policy

1. Division vehicle/s are to be driven by DepEd Official driver.
2. Spouses and other family members or other non-employees, are not authorized to use or drive division motor vehicles.
3. Use of motor vehicle shall be properly controlled and regulated through the use of properly accomplished and duly approved Driver's Trip Ticket (Appendix A) which should be serially numbered, a summary of which shall be made at the end of the month in a Monthly Report of Official travel, for audit purposes.
4. NO TRAVEL or trip shall be executed without prior legal approved documents/trip tickets.
5. When not in use, motor vehicles are require to be kept in garage provided therefor.
6. Surrender vehicle key to the security on duty.

DEPEDQUEZON-TM-SDS-04-010-005



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Request to use Motor Vehicles

1. Reiteration is being made to emphasize that the issued pick-up vehicles are primarily for the use of DepEd Engineers only. As per OUA Memo 00-0622-0030, only in times of calamities can they be used by the DRRMO Coordinator for post-damage assesment activities.
2. Personnel who intends to use DepEd vehicles shall coordinate with the office of Adminstrative Officer V at least two (2) days prior to the scheduled date of travel/use thereof , except in case of emergency and urgent cases.
3. A minimum of three (3) passengers are needed to utilize the vehicles excluding the DepEd Official driver. Furthermore for any scheduled field visits regarding inspection/validation of schools, the following personnel may be required to join the travel for effective and efficient utilization of government resources:
 - 1 DRRM/EFS
 - 1 SGOD (M&E)
 - 1 CID
 - 1 PSDS of the assigned district
 - 1 DepEd Official Driver
4. This office informs all personnel about the new assigned driver/s for each DepEd vehicles as follows:

Office Vehicles	Assigned Drivers	Approval
Pick-Up (white)	Jonestor B. Villarosa I	TM
Van 1 (Kalayaan)	Jayson P. Alcala	TM
Van 2 (Karunungan)	Genebyrd M. Flancia	TM
DepEd Pick-Up 1	Rosalio C. Flancia	TM
DepEd Pick-Up 2	DepEd Official Driver	TM/EFS

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Vehicle Maintenance

Proper maintenance of vehicle is basic element to ensure a safe, road worthy vehicle, and to preclude costly repair expenses and unexpected breakdowns. Hence, the Administrative Section through the Driver assigned shall ensure that proper maintenance is conducted observing the following:

- Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every day.
- Periodic oil changes and tire rotations.
- Tune-up, transmission service, cooling system services, brake service, AC service, etc.
- The vehicle must be cleaned (interior and exterior) regularly to help maintain its good appearance.

Check –Out Procedure

1. Upon leaving the garage, driver should present his duly approved Driver's Trip Ticket to the security guard who will record in his logbook all the necessary information on the said ticket. Further, the security guard shall place his initial in the portion of the Driver's Trip ticket where the beginning odometer reading is written. One copy of the Driver's Trip Ticket should be left with the security guard who shall return the same to the driver during check in of the motor vehicle.

Check-In Procedure

1. Upon returning the vehicle to the garage, the driver shall record the ending mileage on the Driver's trip Ticket. If the odometer fails, estimated mileage must be recorded.
2. Security on duty shall place his initial near the portion where the ending odometer reading is written. Likewise, security guard shall write his name and signature at the bottom of the Driver's Trip Ticket.
3. Driver submits one copy of his properly filled out Driver's Trip Ticket to the Administrative Officer V or his/her designated staff.

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Records to Maintain and Reports to Submit

1. The Administrative Section shall maintain a logbook where the drivers shall indicate their time of arrival, departure, date of travel, passengers, Trip Ticket Number, and plate number of vehicle used.
2. Maintain a logbook and record details of motor vehicles under repair either in private shops or in the Transport Services Section.
3. Report of Fuel Consumption.

Monthly, the report shall be prepared showing among others, the different types of motor vehicles utilized by the agency during the month, total distance traveled, total fuel used and the normal fuel consumption for each vehicle. The report shall be prepared in triplicate which shall be distributed to the following:

- a. Original Auditor (thru Accountant)
- b. Duplicate Administrative Officer
- c. Driver's copy

Supervision of the Administrative Section

1. Prepare and cause the preparation of all requests for repair, spare parts and other needs of the vehicles for their maintenance and roadworthiness.
2. Sign all trip tickets prior to the signing and approval of proper authorities.
3. Assign driver(s) in any official trip as contained in the duly accomplished Driver's Trip Ticket and prepare driver(s) travel order.
4. Assign additional duties and responsibilities to the drivers and other personnel under his/her supervision relative but not limited to the care and maintenance of the vehicles and the entire unit/
5. Examine and evaluate all trip tickets and the entries therein before and after the use of all vehicles to ensure regularly and report to the officials concerned any irregularity or concern to regulate their proper utilization.
6. Inspect all vehicles before and after use to determine any defect and/or damage and indicate the same on the trip ticket. He/she shall also report to the management any damage/defect incurred by the vehicle after its use.

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7. Attend to the registration of all vehicles and coordinate with the Property Supply Section for the processing of its insurance with the GSIS.

For information, guidance and strict compliance.


ROMMEL G. BAUTISTA, CESO V
Schools Division Superintendent 

asdsmlm06/29/23

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