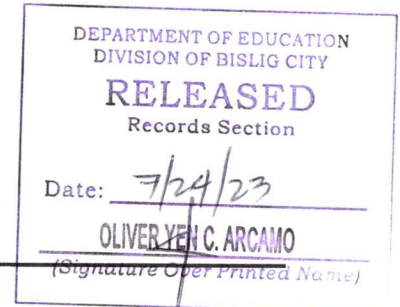




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF BISLIG CITY



DIVISION MEMORANDUM
NO. 394, S. 2023

GUIDELINES ON THE USE OF GOVERNMENT SERVICE VEHICLES

TO: Asst. Schools Division Superintendent
Chief CID & SGOD
All Non-teaching, Related teaching, and Teaching Personnel
All Others Concerned
This Division

1. Consistent with COA Circular No. 75-6 re: "Regulating the use of government motor vehicles, aircraft, and watercrafts", this circular clearly specifies the proper procedure for official travel using a government vehicle.
2. To ensure the efficient and cost-effective use of the service vehicles, this Office would like to announce that four (4) of the service vehicles in this Division shall no longer be assigned exclusively for use of one individual or specific groups but will be utilized as "Pool of Vehicles", which means these government service vehicles will serve as transportation services to all employees in general upon approval of the Schools Division Superintendent.
3. The office vehicles are only for official use and for activities related to or in the performance of duty, including those sanctioned by the Schools Division Superintendent.
4. Prioritizing the utilization of service vehicles and transportation shall be done as follows:
 - a. Emergency/Unforeseen Cases
 - b. First-request-First-serve basis
 - c. Purpose and destination
 - d. Distance from the point-of-origin (Division Office)
5. The trip ticket must be properly prepared and approved by the Schools Division Superintendent before any official travel takes place. The driver is required to keep one copy of the travel ticket and provide the other to the guard on duty.
6. In the event of simultaneous activities, the Office of the Schools Division Superintendent shall decide which activity has priority or urgency for the use of the vehicle.



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