



Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY

DEPED MALAYBALAY CITY DIVISION  
RELEASED  
AUG 04 2019 TIME: 9:32  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 246, s. 2019

TO: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors and Staff, CID and SGOD**  
**Section/Unit Heads and Staff**  
**All Drivers**  
**All Security Guards**

FROM: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

Date: July 29, 2019

Re: **ADHERENCE TO ADMINISTRATIVE ORDER NO. 239, S. 2008**  
**“PROHIBITING THE USE OF GOVERNMENT VEHICLES FOR**  
**PURPOSES OTHER THAN OFFICIAL BUSINESS AND FOR OTHER**  
**PURPOSE”**

1. In adherence to the herein letter dated July 18, 2019 from the City General Services Office, this Office hereby direct all employees and Security Guards to observe the provisions of Administrative Order No. 239, s. 2008 “Prohibiting the Use of Government Vehicles for Purposes Other Than Official Business and for Other Purposes” effective immediately.

2. Further, it is reiterated that *all Government agencies and offices are prohibited from using government vehicles for purposes other than official business. During weekends, holidays and beyond office hours, the guard on duty shall keep the keys. If the vehicles are spotted elsewhere during said days and time, the guard shall be held liable along with those caught using the vehicles following the service contract entered into by the Government and Security Agency concerned. All Government vehicles must be parked at your designated area after office hours and must be checked by the guard on duty.*

4. Queries relative to this can be relayed to Darvy C. Daguimol, Administrative Officer IV, Property and Supply Unit at 0926-775-3812.

Encl: As stated

Copy furnished:

Records Unit  
Property and Supply  
AO

TO BE POSTED IN THE DIVISION WEBSITE



Republic of the Philippines  
Province of Bukidnon  
City of Malaybalay  
Barangay Casisang, 8700

[malaybalaycgso@gmail.com](mailto:malaybalaycgso@gmail.com) / Fb Malaybalay Cgso  
Tel (088) 813-5639



## CITY GENERAL SERVICES OFFICE

July 18, 2019

**MR. REBONFAMIL R. BAGUIO**  
SCHOOL DIVISION SUPERINTENDENT  
DEPARTMENT OF EDUCATION  
DIVISION OF MALAYBALAY CITY

DEPED MALAYBALAY CITY DIVISION  
RECEIVED  
DATE 19 JUL 2019 10:55  
BY JAL

ATTENTION:

**MS. JUTCHEL L. NAYRA**  
ADMINISTRATIVE OFFICER V  
DEP ED, DIVISION OF MALAYBALAY CITY

Sir:

Good day!

In line with the Administrative Order No. 239, s. 2008 "**PROHIBITING THE USE OF GOVERNMENT VEHICLES FOR PURPOSES OTHER THAN OFFICIAL BUSINESS AND FOR OTHER PURPOSE**" all Government agencies and offices are prohibited from using government vehicles for purposes other than official business. During weekends, holidays and beyond office hours, the guard on duty shall keep the keys. If the vehicles are spotted elsewhere during said days and time, the guard shall be held liable along with those caught using the vehicle in accordance with the service contract entered into by the Government and Security Agency concerned.

With this regard, all Government vehicles must be parked at your designated area after office hours and must be check by the guard on duty.

For information and strict compliance!

Very truly yours,

  
**JOSLYN P. TALATALA**  
Supply Officer I

Noted by

  
**JOEL T. OPIALA**  
City General Services Officer-OIC