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. Daguitmol, 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
CITY GENERAL SERVICES OFFICE

July 18, 2019

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

ATTENTION:

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

Sir:

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

Noted by:

JOEL T. OPIALA
City General Services Officer-OIC