

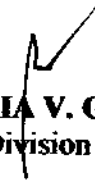



**Republic of the Philippines**  
**Department of Education**  
 Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

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 DIVISION OF MALAYBALAY CITY DIVISION  
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**DIVISION ADVISORY**

**TO :** Engr. Leslie Fontanilla, Engineer III  
 Darvy Daguimol, Administrative Officer IV (Supply)  
 Edgar Blasé, Administrative Aide IV (Driver)  
 Claudio L. Egan, Driver I  
 All Others Concerned

**FROM :**  **VICTORIA V. GAZO, PhD, CESO V**  
 Schools Division Superintendent 

**DATE :** December 12, 2019

Pursuant to the herein OUA Memorandum No. 03-1219-0514, this Office hereby disseminates the Guidelines on the Proper Use of Service Vehicles for information and guidance.

|

Enclosed:  
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Republika ng Pilipinas

# Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kaihim



OUA MEMO 03-1219-DSM  
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**OUA MEMO 03-1219-DSM**

## MEMORANDUM

4 December 2019

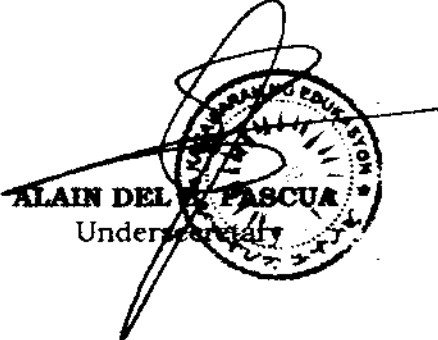
For: **Regional Directors  
Schools Division Superintendents  
Regional Engineers  
Regional Supply Officers  
Division Engineers  
Division Supply Officers  
All Others Concerned**

Subject: **GUIDELINES ON THE PROPER USE OF SERVICE VEHICLES**

For the information and guidance of all concerned, the following guidelines are issued on the proper use of service vehicles provided to Central, Regional, and Schools Division Offices (see Attachment).

For more information, please contact the Asset Management Division (AMD) and Education Facilities Division (EFD) at telephone number 8635-05-51 and the Administrative Service at telephone number 8638-71-10.

For immediate and appropriate action.

  
**ALAIN DELA PASCUA**  
Undersecretary



### Office of the Undersecretary for Administration (OUA)

*(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRS), Bureau of Learner Support Services (BLSS), Basic Teachers' Camp (BTC), Central Security & Safety Office (CSSO)*

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**GUIDELINES ON THE PROPER USE OF  
SERVICE VEHICLES (Passenger Van and Pick-Up)  
PROVIDED TO DEPED CENTRAL, REGIONAL,  
AND SCHOOLS DIVISION OFFICES**

**I. Rationale**

It is a policy of the Department that all resources of the government shall be managed, expended, or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy, and effectiveness in the operations of the government.

Implementing the various Administrative Orders and COA Rules and Regulations on the use of Government Vehicles, DepEd should have standard guidelines on the proper use of the service vehicles.

Issuance of guidelines on the proper use of service vehicles will allow the various end-users to follow and comply with the provisions of the said guidelines.

**II. Scope of the Policy**

This DepEd Order provides guidelines on the transfer of the accountability, recording, issuance, and utilization of the passenger van and pick-up by the Central, Regional, and Schools Division Offices.

This policy includes in its scope all DepEd service vehicles (i.e., previously issued vehicles, newly issued vehicles, as well as vehicles to be procured and issued in the future.)

**III. Definition of Terms**

For purposes of this Order, the following terms are defined as follows:

**Property, Plant, and Equipment (PPE)** - are tangible items with a capitalization threshold of P15,000.00 and above.

**Property Transfer Report (PTR)** - are reports prepared for items procured by Central Office and directly delivered to various recipient offices/schools, in order to transfer the accountability. PTRs shall be signed Supply Officers.



**Property Acknowledgement Receipt (PAR)** – is an issuance document signed by the Supply officer and the accountable officer (person who will be accountable).

#### **IV. Policy Statement**

These Guidelines are issued to provide the user on the proper use and maintenance of the accountable officers and the proper recording and issuance of the service vehicles. Also, to facilitate the implementation of provisions prescribed by the Government Accounting Manual by COA which aims to account all the assets of the Government.

#### **V. Procedures**

##### **A. Issuance of Vehicles**

The service vehicles provided by the DepEd Central Office shall be issued for the Official use of the Central, Regional, and Schools Division Offices. The issuance of service vehicles is not authorization to hire new drivers. Issued vehicles shall be driven by existing workforce.

##### **1. Central Office**

The Asset Management Division (AMD) shall issue the Property Acknowledgment Receipt (PAR) to the accountable officers of the following offices:

##### **a. Pick-Up - Engineer V/ Office Property Custodians Education Facilities Division (EFD)**

Office Property Custodian  
Disaster Risk Reduction and Management Service  
(DRRMS)

Superintendent  
Baguio City Teachers Camp (BTC)

##### **b. Passenger Van - Administrative Officer General Services Division**

##### **2. Regional and Schools Division Office**

The Asset Management Division (AMD) shall issue the Property Transfer Report (PTR) of the service vehicles to the respective recipient Regional and Schools Division Offices, to effect the transfer of accountability of the service vehicles from Central Office to the Regional and Schools Division Offices.



Upon transfer, the Supply Officer of the recipient Regional and School Division Office shall receive and accept the delivered service vehicles and shall sign the corresponding PTR.

The Supply Officer shall then issue a Property Acknowledgement Receipt (PAR) to the following accountable officers:

- a. Pick-Up - Regional Engineer  
Education Support Service Division (ESSD)  
  
Division Engineer  
School Governance and Operation Division (SGOD)
- b. Passenger Van - Administrative Officer  
Administrative Division/Section

In cases where a Schools Division Office has no Division Engineer, the pick-up shall be issued to the Chief of the SGOD until such time that a permanent engineer shall be created/hired.

## **VI. UTILIZATION**

The passenger vans shall be for the official and common use of the Central, Regional and Schools Division Office personnel.

The pick-up vehicles shall be used for the validation, assessment, inspection, and monitoring of DepEd infrastructure and other related projects. It can also be used to assess disaster-affected areas.

The utilization of the assigned pick-ups to the following offices are as follows:

### **Education Facilities Division (EFD)**

- Five (5) Pick-ups for the validation, assessment, inspection, and monitoring of DepEd Projects.

### **Disaster Risk Reduction and Management Service (DRRMS)**

- One (1) Pick-up for the assessment, inspection and monitoring of calamity/disaster affected areas and others.
- The DRRMS and DRRM coordinators at the regional and division levels are authorized to utilize any service vehicle during assessment, inspection, and/or monitoring of calamity/disaster affected areas, and shall be given priority in the usage of said vehicles during such times.



## **Baguio Teachers Camp (BTC)**

- One (1) Pick-up for the monitoring of project development of Baguio Teachers Camp, for emergency response and other official business.

## **VII. PROCEDURAL GUIDELINES**

The Service Vehicles shall be used only for official business with properly accomplished and duly approved Driver's Trip Ticket which should be serially numbered. A Monthly Report of Official Travels shall be prepared by the Administrative Division/Section for purposes of monitoring and audit. The service vehicle shall be driven by a duly authorized driver by the Head of Office with a professional driver's license.

The maintenance, insurance, and registration expenses of all service vehicles shall be included in the yearly budget of the office following the existing policies of the Department.

Request for repair and maintenance of the service vehicles under the General Service Division/Administrative Division/Section, must be supported by the following documents:

- a. Duly approved Authority to Repair and/or Job Order Request
- b. Pre-Inspection Report signed by at least two (2) members of the Inspectorate Team.
- c. For repairs involving parts replacement, a Waste Material Report (WMR) will be prepared, duly signed by one (1) of the members of Inspectorate team and certified correct by the Head of Supply Unit. After repair, a Post-Inspection Report must also be prepared to monitor and validate the repair made, duly signed by the Head, General Services Division/ Administrative Division/Section

Fuel expenses shall be included in the Work and Financial Plan (WFP) of the respective offices with issued service vehicles. For EFD and DRRMS, fuel expenses shall be sourced from their monitoring funds.

## **VIII. MONITORING AND EVALUATION**

The monitoring and evaluation of the proper usage and maintenance of all DepEd service vehicles will ensure the continuous improvement and the maximized use of resources throughout the Department. This shall be undertaken by the following Offices:

### **1. Central Office**

- a. Asset Management Division (AMD) - shall collate reports submitted by the EFD and the Supply Officers.



- b. Education Facilities Division (EFD) - shall collate reports submitted by the EFD (Engineer V/Office Property Custodian), DRRMS (Office Property Custodian), and BTC (Superintendent.)

A Monthly Report of Official Travels shall be prepared by the designated personnel for purposes of monitoring and audit, which shall include the required forms and reports relating to the fuel expenses, maintenance, and repair within the specific month.

This Monthly Report shall be sent to the Central Office Asset Management Division.

## 2. Regional and Schools Division Offices

- a. Supply Officer of the recipient Regional and Schools Division Offices - shall collate reports from the ESSD (Regional Engineer), SGOD (Division Engineer), and Administrative Division/Section (Administrative Officer.)

A Monthly Report of Official Travels shall be prepared by the Supply Officer for purposes of monitoring and audit, which shall include the required forms and reports relating to the fuel expenses, maintenance, and repair within the specific month.

This Monthly Report shall be sent to the Central Office Asset Management Division.

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