



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 15, 2024

OFFICE MEMORANDUM

AD-GSU-2024- **30**

**ADDENDUM TO OFFICE MEMORANDUM NO. 563, s. 2022 re: POLICY ON THE
USE AND MAINTENANCE OF OFFICE VEHICLE**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office establishes guidelines for the proper use and management of office vehicles to ensure accountability, safety, and efficiency, which shall be observed:

- a. The Office vehicles are intended solely for official purposes and may be used exclusively for activities associated with or performed as part of one's duties, including those officially authorized by the Office of the Regional Director;
- b. The use of office vehicles should be controlled through properly accomplished and duly approved Driver's Trip Tickets (Appendix A) which should be serially numbered;
- c. Requesting offices are required to complete and submit the Request for Use of Vehicle Form to the General Services Unit (GSU) to secure the vehicle for authorized use. Allocation will be strictly administered on a "first-come, first-served" basis;
- d. In case of simultaneous activities, priority for the use of vehicle shall be determined by the Administrative Division in coordination with the concerned office;
- e. A Schedule of Vehicle Use through a google sheet shall be used for monitoring purposes; and
- f. The maintenance and schedule for the use of the vehicle is the responsibility of the GSU.

2. To maintain the vehicles, the following shall be observed:

2.1 Drivers Responsibilities:



- a. Before leaving the office, check the vehicle using the Pre-Departure Checklist;
- b. Clean the exterior and interior part of the vehicle before and after travel;
- c. For preventive maintenance and repair of vehicle, report to the General Services Unit;
- d. After travel, submit the accomplished trip ticket with attached request for use of vehicle and official receipt to GSU; and
- e. Submit Monthly Report of Fuel Consumption.

2.2 The General Services Unit shall:

- a. Oversee and monitor the strict adherence and compliance by the Drivers;
 - b. Facilitate annual renewal of vehicle's insurance and registration before their expiry;
 - c. Issue trip ticket to the Drivers;
 - d. Prepare Monthly Report of Fuel Consumption; and
 - e. Facilitate the procurement of repair and maintenance of vehicles.
3. For information and strict compliance.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

MOTORPOOL SERVICES

OFFICE VEHICLE



AD-GSU-ATR

