



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

April 17, 2023

DIVISION MEMORANDUM
DM No. 147 S. 2023

DIVISION POLICY ON THE USE OF DEPED VEHICLE

To: Asst, Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Other Concerned

1. Section 3 of Administrative Order No. 239, s. 2008 states:

SECTION 3. *The use of government vehicles by bureaus and offices shall be authorized only through the issuance for each trip of a serially numbered ticket, duly signed by an authorized official. These motor vehicles shall be used strictly for official business, bear government plates only, and after office hours or during weekends and holidays kept in a garage designated/provided therefor by the bureau or office to avoid their unauthorized use.*

During weekends and holidays, the guard on duty shall keep the keys. If the vehicles are spotted elsewhere during said days, 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.

2. The issuance of trip ticket shall follow this procedure:

1. Letter request to the Schools Division Superintendent.
2. Administrative Officer V shall book approved request and assign driver.
3. Assigned driver shall prepare the trip ticket to be approved by the Schools Division Superintendent.
4. No trip shall be conducted without approved trip ticket.

3. **Authority to travel** shall be prepared for travel **more than 50 km** distance while **Locator Slip** for travel **less than 50 km distance** within the Division.

4. for information and compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent

SVDL/ DIVISION POLICY ON THE USE OF DEPED VEHICLE
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