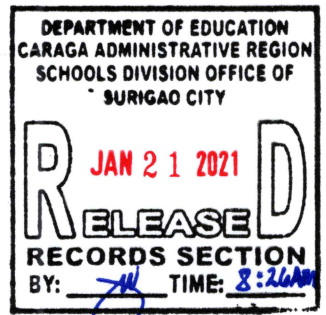




Republic of the Philippines
Department of Education
Region XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
SURIGAO CITY



January 20, 2021

DIVISION MEMORANDUM

014 s. 2021

TO : SGOD Chief
Administrative Officer V
Division Engineer
DRRM Coordinator
Division Drivers

SUBJECT : **ISSUANCE OF PROPERTY ACKNOWLEDGEMENT RECEIPT TO TWO OFFICIALS AND GUIDELINES ON THE PROPER USE OF VEHICLES INCLUDING SUBMISSION OF DRIVER'S TRIP TICKET IN EVERY INSTANCE OF TRAVEL**

1. The undersigned hereby causes the information to be fully disseminated to the field the issuance of Property Acknowledgment Receipt (PAR) to the following for recording, issuance, utilization and proper use of the vehicles of this division in compliance with OUA Memo 03-1219-0514 entitled Guidelines on the Proper Use of Service Vehicles issued by Undersecretary Allain Del B. Pascua, to wit:

- Dr. Gemma P. Sinday – Administrative Officer V – **Passenger Van**
- Engr. Von Eugene F. Cleofe – Engineer III – **Pick-up**

2. Hence, they shall be responsible in performing those that are required in the previously stated paragraph and in constantly reminding the division drivers on the proper use and maintenance of the aforementioned vehicles.

3. In connection with the foregoing, it is imperative that the drivers submit always their Driver's Trip Ticket to the Office of the Administrative Officer V in all travels within and outside the city proper specifying therein the following, to wit:

- * Government Car To Be Used with Plate Number:
- * Requesting Official
- * Name of Passenger/s
- * Place/s To be Visited
- * Date of Travel
- * Purpose





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4. The requesting official shall have his/her name fully printed before he/she affixes his/her signature for accountability
5. The date to be indicated on the upper right portion of the trip ticket shall be ahead than the date of the actual travel unless in emergency cases, where time is of the essence, the date shall be simultaneous with the date of the travel. In no cases will it be later.
6. The vehicle keys shall be under the custody of the officials involved for safekeeping and proper monitoring of short and long travels.
7. The Pick-up shall be alternately used by the division engineer and the coordinator of the Division Risk Reduction Management (DRRM) in the assessment, inspection and monitoring of calamity/disaster affected areas, DepEd infrastructure projects and other activities related thereto as a matter of priority. However, this can also be used by the other officials in cases where the other vehicles are no longer available.
8. The passenger vans shall be for the official and common use of the division personnel with properly accomplished and duly approved Driver's Trip Ticket which shall be serially numbered.
9. A monthly report of Official Travels shall be prepared by the Administrative Officer V for purposes of monitoring and audit as to fuel expenses, maintenance and repairs within a specific month.
10. Drivers shall be duly authorized and with professional drivers' license the photocopies of which are kept at the Office of the Administrative Officer V.
11. Widest dissemination of this memorandum is hereby enjoined.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

