



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM
 NO. 068 S. 2024

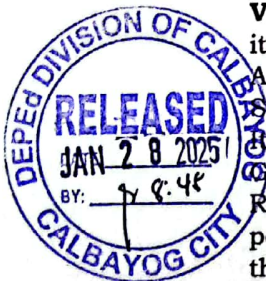
January 27, 2025

**CONDITIONS IN THE IMPLEMENTATION OF EXISTING POLICIES
 ON THE USE OF DEPED PICKUP AND OTHER DEPED VEHICLES
 IN THE CUSTODY OF SDO CALBAYOG CITY**

TO:	DR. JUN-NILOU D. DULFO DR. RENATO S. CAGOMOC DR. AVELINA P. TUPA PSDSs and DICs GRACE S. PAGUNSAN SHERYLL ANN MARIE G. LACABA CPA SUNSHINE MARJORIE E. VENTURES SCHOOL HEADS All Others Concerned	OIC-ASDS Chief EPS, CID OIC-Chief EPS, SGOD Field Officials Administrative Officer V Accountant III Budget Officer/NEU Pres. Public Elem and Sec Schools
------------	---	---

1. During the latest entrance conference, the Commission on Audit (COA) emphasized Compliance Audit to be the focus of its future audit activities. The COA would “*assess whether activities, financial transactions and information are, in all material respects, in compliance with the authorities which govern the audited agencies*”. Relative to it, this Office reiterates the administrative regulations on the use of the DepEd vehicles entrusted to SDO Calbayog City and requires high degree of compliance thereon.
2. This Office reiterates the strict implementation of Administrative Order NO. 239, series of 2008 which prohibits the use of government vehicles for purposes other than official business. The SDO personnel are hereby reminded to use the vehicles **ONLY** in line with their official functions and to secure a Driver’s Trip Ticket which is required per COA Circular No. 77-61 (Appendix A) every time a government vehicle is to be used and such document should specify the date, the place and the purpose of the travel.
3. Also, this Office requires adherence to the provisions of the DBM Budget Circular No. 2022-1, specifically on the **Officials Authorized to Use Government Motor Vehicles**. For proper implementation of the said policy, this Office hereby revokes its previous issuances of Requisition and Issuance Slip (RIS) and Property Acknowledgment Receipt (PAR) relative to the use of DepEd vehicles entrusted to SDO Calbayog City effective immediately for renewal of the said authority, subject to Item 4.0 of the aforementioned Circular and to Section 19, Chapter 10 of the Government Accounting Manual (GAM) for National Government Agencies. The said RIS and PAR renewal should be done for this Office to determine as well the personnel who are entitled to the common use of the DepEd vehicles entrusted to the SDO Calbayog City.
4. Moreover, this Office reiterates the compliance of the guidelines on the proper use of government vehicles issued by DepEd Central Office, especially OUA Memorandum

Handwritten signature
 1/27/2025





Republic of the Philippines
Department of Education
 Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

03-1219-0515 dated September 25, 2023 titled "Guidelines on the Proper Use of Service Vehicles" which explicitly outlined the proper use of the DepEd pickup and the DepEd van as well as the procedures on the maintenance, insurance and registration of these vehicles and the issuance of Property Acknowledgment Receipt (PAR) thereof to specific DepEd personnel.

5. For smooth implementation of the existing decrees, orders and issuances on the use of the DepEd vehicles entrusted to SDO Calbayog City, this Office develops these implementation conditions for the use of the DepEd Pickup, the DepEd Van and the DepEd-donated vehicle(s) entrusted to SDO Calbayog City.

A. DepEd Pickup

The salient part of the DepEd Unnumbered Memorandum signed by the Undersecretary for School Infrastructure and Facilities, Epimaco V. Densing III on January 24, 2023 quoted below shall be observed:

"The service pick-up vehicles were issued to Regional and Division Engineers to support them in their validation, monitoring and other related activities relative to the implementation of the School Building Program."

"This reiteration is being made to emphasize that the issued pick-up vehicles are primarily for the use of DepEd Engineers. Only in times of calamities can they be used by the DRRMO Coordinator for post-damage assessment activities or other activities of the Region/ Division Offices."

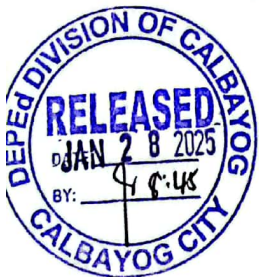
Relative to the use of the DepEd Pickup, DepEd Memorandum 2023-OUSIF-045 dated September 25, 2023 requires the Division Engineers to develop a Monthly Work and Travel Plan (MWTP) in line with the School Building Program Calendar which shall detail the implementation of both the Continuing and Current Year's Programs and Projects, and the Plan shall be submitted two (2) weeks before the upcoming month for approval by the Schools Division Superintendent, recommended by the SGOD Chief.

Pursuant to Item A2a under Letter V of the said Memorandum, the Property Acknowledgment Receipt (PAR) after the approval of the Requisition and Issuance Slip (RIS) for the DepEd pick-up vehicle in the custody of SDO Calbayog City shall be issued to the SDO Engineer.

B. DepEd Van

Pursuant to DepEd Memorandum 2023-OUSIF-045, the DepEd van "shall be for official and common use of the Division Office personnel". For peaceful and harmonious implementation of the existing and relevant guidelines, this Office develops these implementation conditions relative to the use of the DepEd Van in the context of the nature of work and of the conveyance needs of its personnel, subject to periodic evaluation for the improvement of these implementation

1/27/23





Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

conditions when necessary or for rectification thereof, in full or in part, when new guidelines contrary to the existing are to be enforced.

a) General Conditions

In adherence to Administrative Order NO. 239, series of 2008 and in compliance to OUA Memorandum 03-1219-0514, the DepEd van entrusted to the SDO Calbayog City shall be for OFFICIAL BUSINESS ONLY. It is for common use in the performance of duty and other official activities of the SDO personnel, especially those who are not given travel allowance.

The said DepEd vehicle has the maximum seating capacity of fourteen (14) passengers, appropriate for ferrying a cohort of SDO personnel in the conduct of their official duties and functions. Part of the Office austerity measures, the said vehicle shall be used by a group of not less than five (5) personnel on official travel or official business, EXCLUDING the driver. The personnel availing of the DepEd van shall not be entitled to reimbursement of transportation expense of their travel.

If the said vehicle needs to be used to ferry passengers below the required number of personnel, such use of the DepEd van shall be justified by the requesting personnel through a formal request letter to be submitted to the Administrative Office for review and verification by the Administrative Officer, and to be approved by the highest authority in the SDO.

When the use of the DepEd van is shared between two (2) or among the three (3) functional divisions, the requesting personnel shall accomplish the **Vehicle Request Form** with specific date and time of use of the vehicle, and submit the accomplished form to the Administrative Office. The use of the DepEd van shall be based on the "first come - first serve" principle. In case of simultaneous activities within the same day, the priority shall be given to the request of those who are not entitled of travel allowance.

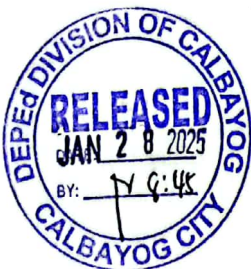
For transparency purposes, the weekly schedule of trips of the DepEd van shall be posted in advance on the SDO Bulletin Board and on the board near the Guard House not later than 4:30 pm every Friday.

Pursuant to OUA MEMORANDUM 03-1219-0514 Item A2b of Letter V, the issuance of the Property Acknowledgment Receipt (PAR) after the approval of the Requisition and Issuance Slip (RIS) for the DepEd van shall be made in the name of the SDO Administrative Officer.

b) Priority Conditions

The following priority conditions shall be observed in the use of the DepEd van, subject to improvement or rectification whenever found inconsistent with the existing laws and issuances. However, if the use of the DepEd van is requested by the higher DepEd offices, like during hosting of national events by the DepEd Regional Office, the DepEd van shall be made available.

Handwritten signature and date: 1/27/2025





Republic of the Philippines
Department of Education
 Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

- i. *Solely for the CID when a vehicle is available for the SGOD and the OSDS*
 Considering the number of supervisors in the Curriculum Implementation Division (CID) and the need for frequent monitoring presence to the schools in the fulfillment of their mandate, the DepEd van shall be dedicated to ferrying these personnel from the SDO to the schools and vice versa and to other official destinations subject to the general conditions stated in this Memorandum; provided, another vehicle (owned by or donated to DepEd) with lesser passenger capacity is available for common use of the personnel in the other two (2) functional divisions.

For transparency purposes, the highest official in the Curriculum Implementation Division (CID) shall help ensure that the weekly schedule of trips of the DepEd van is posted in advance on the SDO Bulletin Board and on the board near the Guard House not later than 4:30 pm every Friday.

- ii. *When the CID has already a vehicle and the other functional divisions do not*

However, if the Curriculum Implementation Division (CID) has already a vehicle, donated or otherwise, or will have a vehicle in the very near future, intended solely for the said functional division, the DepEd van shall be subject to common use of the personnel in the two (2) other functional divisions under the terms in the general conditions of this Memorandum.

For information, prioritization and transparency purposes, the use of the **Vehicle Request Form** and the posting of the weekly schedule of trips of the DepEd van shall strictly be observed.

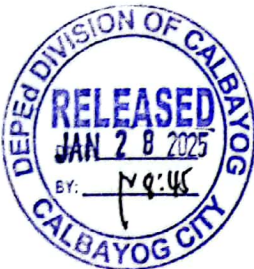
- iii. *When the DepEd van is assigned to CID and the vehicle assigned to SGOD and OSDS is not operational*

Moreover, if the Office of the Schools Division Superintendent (OSDS) and the School Governance and Operations Division (SGOD) have a vehicle assigned to these functional divisions but it is not operational, the DepEd van may be used by either of these two (2) functional divisions depending on its availability and under the terms in the general conditions of this Memorandum.

- iv. *When only the DepEd van is available for common use*

Furthermore, if the Office of the Schools Division Superintendent (OSDS), the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) do not have vehicle assigned to any of these functional divisions, the DepEd van shall be for common use for the three (3) functional divisions. The general conditions stated in this Memorandum shall be observed, with priority given to the Curriculum Implementation Division (CID).

Handwritten signature and date: 1/27/2025





Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

For information, prioritization and transparency purposes, the use of the **Vehicle Request Form** and the posting of the weekly schedule of trips of the DepEd van shall strictly be observed.

C. DepEd-Donated Vehicle(s)

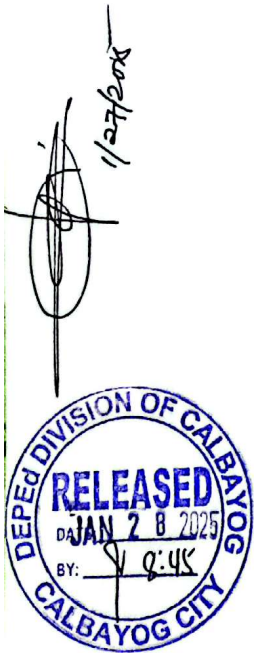
The use of the DepEd-donated vehicle(s) entrusted to SDO Calbayog City shall be governed by the terms and conditions stipulated in the Memorandum of Agreement (MOA) accompanying the Deed of Donation, or those explicitly stated in the face of the Deed of Donation.

If the Memorandum of Agreement (MOA) accompanying the Deed of Donation or the Deed of Donation itself stipulates the use of the vehicle for a specific SDO official, then, the use of the vehicle shall be dedicated to the said official and the issuance of the Property Acknowledgment Receipt (PAR) after the approval of the Requisition and Issuance Slip (RIS) shall be made in the name of that official.

However, if the Memorandum of Agreement (MOA) accompanying the Deed of Donation or the Deed of Donation itself stipulates the use of the vehicle NOT for a specific SDO official BUT for a specific functional division of the SDO, the DepEd-donated vehicle shall be for common use of the personnel in that functional division. The common use procedure like that with the DepEd van (*General Conditions*) shall be observed, except on the minimum passenger requirement. With the DepEd donated vehicle having passenger capacity of eight (8) passengers and below, the requirement of at least three (3) passengers shall be observed; otherwise, its use shall be justified subject to the approval of the highest authority in the SDO. In this case, the issuance of the Property Acknowledgment Receipt (PAR) after the approval of the Requisition and Issuance Slip (RIS) shall be made in the name of head of that functional division.

Moreover, if the Memorandum of Agreement (MOA) accompanying the Deed of Donation or the Deed of Donation itself stipulates the use of the vehicle NOT for a specific SDO official NOR for a specific functional division of the SDO, or these documents do not explicitly specify anything regarding the use of the DepEd-donated vehicle(s), then the use of the vehicle(s) shall be dependent on the discretion of the highest authority of the SDO by virtue of the appointment signed by the President of the Republic and the assignment order issued by the DepEd Secretary or DepEd representative. The said DepEd-donated vehicle(s) may be for common use to all personnel in the three (3) functional divisions of the SDO when the said highest official deems necessary; provided, no vehicle of bigger capacity like the DepEd van has been issued or intended to be issued to the Curriculum Implementation Division (CID) in which case the vehicle would be for common use of the personnel in the other two (2) functional divisions. The requirement of at least three (3) passengers at the minimum and of a justification letter if to be used below the minimum as well as of the posting in advance of the weekly schedule of trips shall be observed.

6. The SDO Administrative Officer is hereby tasked to come up with a defined process on the use of the DepEd vehicles entrusted to the SDO Calbayog City, following the provisions and the conditions previously given. The said Officer shall make sure the



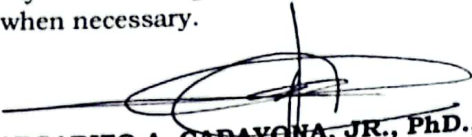


Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

steps of the defined process on the use of the DepEd vehicles are understood by all personnel and this process is incorporated among the defined processes of the Administrative Office for monitoring and evaluation during the quarterly conduct of SDO Program Implementation Review (PIR).

7. These implementation conditions related to the policies on the use of the DepEd vehicles entrusted to the SDO Calbayog City shall be subject to the periodic review and evaluation during the quarterly Division Program Implementation Review (DPIR) for improvement or rectification when necessary.


MARGARITO A. CADAYONA, JR., Ph.D., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

1/27/2025

