



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

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April 22, 2024

**DIVISIONAL MEMORANDUM**

No. 208, s. 2024

**POLICY/GUIDELINES ON THE USE AND MAINTENANCE OF  
OFFICE VEHICLE**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
OSDS Section/Unit Heads  
All Others Concerned

1. Consistent with COA Circular No. 75-6: "Regulating the use of government motor vehicle, aircrafts and watercrafts", this circular clearly stipulates the proper procedure for official travel using a government vehicle.
2. The following guidelines must be followed when using the office vehicles:
  - a. The office vehicles are only for official use and for activities related to or in the performance of duty, including those sanctioned by the Office of the Schools Division Superintendent;
  - b. To reserve for the use of the vehicle, the requesting personnel must accomplish the **Request for Vehicle for Official Travel** form and submit it to the Administrative Office at least three (3) working days prior to the actual travel, except, however to extremely emergency cases, where the use of motor vehicle can be readily secured at once. Provided that the trip ticket is properly filled-up and duly approved.
  - c. The use of office vehicle shall be prioritized on the following basis:
    - Emergency/unforeseen cases
    - First-request-First-serve basis
    - Purpose and destination
    - Distance from the point of origin (Division Office)



Address: IBJT Compound, Carangan, Ozamiz City  
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- d. In case of simultaneous activities, the Office shall decide which activity has priority for the use of the vehicle. When necessary, employee who are not eligible for transportation benefits are given priority, provided that their travel is necessary for the fulfillment of their duties;
- e. Similarly, during concurrent activities, if possible and necessary, the driver may not wait for the transported passenger/s until the end of the activity in order to transport another reserved passenger/s;
- f. Those who avail of the office vehicle are not entitled to reimbursement of transportation expense regardless of the distance and purpose of travel;
- g. Two (2) copies of **Driver's Trip Ticket** must be properly prepared by the driver and approved by the authority approving the travel **2 days** before any official travel takes place. One copy of the trip ticket shall be surrendered to the guard on-duty upon departure and the other copy to be retained by the driver. It is required that the trip ticket authorizing the use of the vehicle must be placed on the windshield or another conspicuous location on the vehicle.
- h. To maximize utilization the following minimum number of passengers must be adhere to:
- Toyota Hi-Ace Van DepEd – 5 passengers
  - Mitsubishi Strada pick-up – 2 passengers (priority for Engineer)
  - Toyota Innova – 3 passengers
  - Toyota Hi-Ace Van BE-LCP – 5 passengers
- i. All DepEd vehicles are required, when not in use, to be kept in the garage provided thereof by the Office except when in use for strictly official business outside office hours.
3. Authority to Travel / Locator Slip must be secured prior to travel.
4. All service vehicle shall be registered with the Land Transportation Office (LTO) and shall be covered with Government Service Insurance System Third Party Liability (GSIS TPL) comprehensive insurance. The Supply Unit shall be responsible in ensuring that the office vehicles are insured and registered on time with the LTO.



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5. The assigned driver of the vehicle shall ensure that the following documents will be securely kept in their compartments:
  - a. Photocopy of LTO Official Receipt of Registration
  - b. Photocopy of Certificate of Registration
  - c. Photocopy of Insurance Policies
  - d. Vehicle Log book
  
6. The assigned driver must ensure that vehicles were checked on daily basis especially prior to the official travel by using the **Vehicle Daily Maintenance Checklist**. Moreover, the driver must submit **Monthly Report of Official Travels** to the Administrative Office with attached copy of Driver's Trip Ticket. The driver must inform the Supply Section for the Oil changes and maintenance before the vehicle closely reaches 5000 kilometers.
  
7. Attached are the different forms to be used in connection to this memo.
  
8. Immediate and wide dissemination of this Memorandum is enjoined.

**NIMFA R. LAGO, PhD., CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

Encl: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:  
Vehicle  
Official Travel

OSDS/DJBY



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**REQUEST FOR VEHICLE FOR OFFICIAL BUSINESS**

Requesting Official:	
Signature :	
Date of Travel :	
Destination :	
Purpose :	
Date and Time Departure from Office:	
Date and Time Arrival to Office:	
Passengers:	

=====

**To be filled out by Administrative Office**

Action Taken:

Approved  
 Disapproved due to the following reasons: \_\_\_\_\_  
 \_\_\_\_\_

Available Vehicle and Driver: \_\_\_\_\_

Recommending Approval:

**DOROTHY JOY B. YTING**  
 Administrative Officer V

**Approved:**

**NIMFA R. LAGO, PhD., CESO VI**  
 Assistant Schools Division Superintendent  
 OIC – Office of the Schools Division Superintendent



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Trip Ticket No. 2024 - \_\_\_\_\_

\_\_\_\_\_ Date

**DRIVER'S TRIP TICKET**

A. To be filled by the Administrative Officials Authorizing the Official Travel:

1. Name of Driver of the vehicle: \_\_\_\_\_
2. Government Car to be used, Plate No.: \_\_\_\_\_
4. Place or places to be visited/inspected: \_\_\_\_\_
3. Name of authorized passenger/s: \_\_\_\_\_ Signature: \_\_\_\_\_
5. Purpose: *(Kindly check)*
  - \_\_\_ Instructional Supervision
  - \_\_\_ Program Monitoring/School Visit
  - \_\_\_ School Inventory (Equipment, Building)
  - \_\_\_ Civil Service Commission Office – CSC
  - \_\_\_ Procurement Service – PS
  - \_\_\_ Meeting with LGU & other partner Agencies/Offices
  - \_\_\_ PAG-IBIG, GSIS, PHILHEALTH
  - \_\_\_ MOWD, MOELCI. PLDT/SMART, GLOBE, LBC
  - \_\_\_ Purchase of Office Supplies/Cons. Materials/ Equipment/Medicine
  - \_\_\_ Purchase of food & supplies for the office/visitors
  - \_\_\_ Bank Transaction
  - \_\_\_ Others, pls. specify: \_\_\_\_\_

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 Assistant Schools Division Superintendent  
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B. To be filled by the Driver :

1. Time of Departure from the Office/Garage... \_\_\_\_\_ AM/PM
2. Time of Arrival at (Per No. 4 above) ..... \_\_\_\_\_ AM/PM
3. Time of Departure from (Per No. 4 above) .... \_\_\_\_\_ AM/PM
4. Time of Arrival Back to the Office/Garage ..... \_\_\_\_\_ AM/PM
5. Approximate Distance traveled (To and From)... \_\_\_\_\_ AM/PM
6. Gasoline Issued, Purchase and Consumed .... AM/PM
  - a. Balance in Tank ..... Liters
  - b. Issued by Office From Stock ..... Liters
  - c. Add.: Purchase during the trip (To and From) ... Liters
  - TOTAL** ..... Liters
  - d. Deduct used Gas during the trip (To and From).... Liters
  - e. Balance in tank at the end of the trip ..... Liters
7. Gear Oil Issued ..... Liters
8. Lubrication Oil Issued ..... Liters
9. Grease Issued ..... Liters
10. Speedometer readings, if any
  - At the beginning of the trip ..... Miles/kms.
  - At the end of the trip ..... Miles/kms.
  - Distance Traveled (Per No. 5 above)..... Miles/kms.
11. REMARKS : \_\_\_\_\_

I hereby certify to the correctness of the above statement of the above record of travel.

\_\_\_\_\_ (Driver)

I hereby certify that this vehicle was issued on Official Business as stated above.

**NIMFA R. LAGO, Ph.D., CESO VI**  
 Assistant Schools Division Superintendent  
 OIC – Office of the Schools Division Superintendent

\_\_\_\_\_ Date



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**FUEL REQUEST SLIP**

Date:

Control No:

Requisitioner:	
Designation:	
Vehicle:	
Plate No:	
Place to travel:	
Gasoline No. of Liters:	Price as of Date:
Diesel No. of Liters:	Price as of Date:

Note: This will be attached in the billing together with the Invoice.

Requested by:

Recommending Approval:

Approved:

\_\_\_\_\_  
Name of Driver

**DOROTHY JOY B. YTING**  
Administrative Officer V

**NIMFA R. LAGO, Ph.D. CESO VI**  
OIC- Schools Division Superintendent



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**FUEL REQUEST SLIP**

Date:

Control No:

Requisitioner:	
Designation:	
Vehicle:	
Plate No:	
Place to travel:	
Gasoline No. of Liters:	Price as of Date:
Diesel No. of Liters:	Price as of Date:

Note: This will be attached in the billing together with the Invoice.

Requested by:

Recommending Approval:

Approved:

\_\_\_\_\_  
Name of Driver

**DOROTHY JOY B. YTING**  
Administrative Officer V

**NIMFA R. LAGO, Ph.D. CESO VI**  
OIC- Schools Division Superintendent



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**VEHICLE DAILY MAINTENANCE CHECKLIST**

For the month of:	Date Last PMS:
Vehicle:	Next PMS Due on:
Plate no.:	
Driver	

Item shall be evaluated:

- ✓ = satisfactory / available / usable  
 X = defective / missing / deplete / non-usable

ITEMS OF CHECK	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Vehicle Registration																									
Odometer Reading																									
Battery condition																									
Lights, Windscreen, Windows																									
Oil or waste leaks																									
Water																									
Brake/clutch fluid																									
Airconditioning and coolant																									
Gas/Fuel																									
Engine and its Oil																									
Tires and its condition																									
Safety belt																									
Power steering fluid																									
Horn																									
Spare wheel and jack																									

All items above have been checked and defects and omissions are reported for appropriate action.

\_\_\_\_\_  
 Driver's Signature over Printed Name

Date : \_\_\_\_\_



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