



CLEAS  
1/15/25

Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

January 13, 2025

**DDIVISION MEMORANDUM**

No. A, s. 2025

**GUIDELINES IN THE USE AND MAINTENANCE OF OFFICE VEHICLES**

**To:** Assistant Schools Division Superintendent  
All Personnel

In reference to DepEd Memorandum No. 501, 2008 re Administrative Order No.239 dated September 15, 2008, the following guidelines shall be observed in the proper use and maintenance of office vehicles, to wit:

1. All SDO Personnel are authorized to request vehicle service for official use only and only for activities related to or in the performance of duty including those sanctioned by the office of the Schools Division Superintendent (SDS).
2. Those who avail of the office vehicle are not entitled to reimbursement of transportation expense regardless of the distance and purpose of travel. Any application for reimbursement contrary thereto shall automatically be deducted the transportation expense. Further, claims that are later on discovered to be unwarranted under this provision shall be ordered to reimburse the amount paid for transportation expenses.
3. Reservation for the use of an office vehicle shall be through the Vehicle **Request Form (enclosure 1)** which must be filled up and submitted to the Office of the Administrative Officer V (Admin) for proper scheduling. It shall be on the "*first come, first serve*" basis. The date and time for its use must be indicated in reserving the vehicle. In case of simultaneous activities within the same day, priority shall be given to the request of those who are not entitled to travel allowance provided that the travel is related to the performance of duty.
4. In cases of simultaneous activities and whenever are possible and necessary, the drivers may not wait for the transported passenger/s until the end of the activity to be able to transport other passenger/s who made a reservation.





Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

---

5. Drivers are entitled of overtime pay subject to existing rules on payment of overtime pay.
6. The repair and maintenance of the vehicle is the responsibility of the General Services Unit (GSU) headed by the Administrative Officer IV, Jezreel M. Lopez. As such, GSU shall prepare reports for out-of-commission vehicles to be submitted and verified by the Supply Unit.
7. To maintain the vehicle, the following shall be observed:

**A. Drivers Responsibilities:**

1. Before leaving the garage, check the oil, battery, and lubricants daily.
2. Clean the exterior and interior part of the vehicle being driven at least twice a week that is every Monday and Thursday, before leaving the premises.
3. Ensure tire pressure of the vehicle once a week.
4. Check the under chassis every six (6) months.
5. For change oil/maintenance, report to the GSU Head every 5,000- or 10,000-kilometer mileage of the vehicle depending on the oil to be used during the change oil.
6. Accomplish Trip Ticket regularly.
7. He shall observe utmost courtesy at all times towards passengers and employees.

**B. The Asset Management Unit and General Services Unit shall:**

1. Oversee and monitor the strict adherence and compliance by the Drivers.
  2. Facilitate yearly renewal of vehicle's insurance and registration before its expiry.
  3. Cause payment of gasoline and oil expenses.
  4. Issue Trip Ticket to the Drivers for approval of the SDS or his or her authorized representative.
8. In case of accident, the following shall be applied:
    1. In case of any untoward incident that may cause to vehicle, PNP Incident Report would be the basis for insurance claim.



Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

---

2. The Asset Management Unit shall promptly file insurance claims when applicable upon availability of necessary documents.
9. The Guard on Duty shall ensure that the vehicle has the Approved Trip Ticket before leaving the premises.
10. All Division memoranda, rules, and regulations inconsistent with this issuance are deemed repealed, rescinded, or modified accordingly.
11. This Memorandum takes effect immediately upon approval.
12. Immediate dissemination of and strict compliance with this Order is directed.

**DANNY B. CORDOVA, EdD., CESO V**  
Schools Division Superintendent

References:

EO No. 239, dated September 15, 2008

IJE-ADMINDM2025-01



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



[depedpagadian.org](http://depedpagadian.org)



[facebook.com/pagadian.division](https://facebook.com/pagadian.division)



[pagadian.city@deped.gov.ph](mailto:pagadian.city@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

ENCLOSURE 1

**VEHICLE REQUEST FORM**

Date of Filing: \_\_\_\_\_

|  |                 |
|--|-----------------|
| <b>Requesting Office/Section/Unit:</b>   |                 |
| <b>Specific Time and Date Requested:</b> |                 |
| <b>Destination:</b>                      |                 |
| <b>Purpose:</b>                          |                 |
| <b>Office Vehicle/Driver Requested:</b>  |                 |
| 1. Pickup                                | - Driver: _____ |
| 2. Van                                   | - Driver: _____ |

**Requested by:**

\_\_\_\_\_  
(Name/Designation and Signature)

**Approved:**

\_\_\_\_\_  
(SDS or His/Her Authorized Representative)

IJE/ADMINDM2025-01 ENCLOSURE 1

