



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 28, 2022

OFFICE MEMORANDUM

No. **563**, s. 2022

To: Assistant Regional Director
Division Chiefs
Section/Unit Heads
All Others Concerned

POLICY ON THE USE AND MAINTENANCE OF OFFICE VEHICLE

1. As part of austerity measures and in compliance with Commission on Audit and Department of Energy rules and regulations, this Office through the Administrative Division-General Services Unit, issues additional Policy on the Use and Maintenance of Office Vehicle as follows:

a. The Chief of the Division or the Team Leader of the requesting office shall sign the cash voucher and receive the amount for fuel expenses covered in the approved trip ticket.

b. The cash register receipt printed or hand-written for the purchase of fuel shall be signed at the back by any of the passengers to attest to its veracity. This will be submitted to the GSU Head by the concerned office at the end of the official travel.

c. The use of vehicles on official business shall cover areas indicated in the trip ticket or itinerary of travel only. Any deviation in the itinerary must be coordinated with the GSU Head and shall be approved by the Chief of Administrative Division. A letter or justification relative thereto must be submitted to GSU.

d. In instances of excessive use of fuel used, the concerned office through its Chief or the Team Leader, shall submit a justification stating the reason/s thereof.

e. Submission of receipt and other supporting documents to the Head of the GSU/staff must be made within 3 days from arrival at the office. Delayed submission shall be a ground for disapproval of the request for subsequent use of the vehicle.

f. Any request for repair and/or replacement of spare parts of the vehicle must have an attached prior inspection report by the designated Inspection Team.



g. The GSU Head or any representative must witness the installation or replacement of any parts of the vehicle. The replaced part/s must be turned over to the Asset Management Section for proper accounting and disposal.

2. For information, guidance, and compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director 

AD-GSU-ATR

