



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

September 19, 2024

OFFICE MEMORANDUM

AD-2024- **485**

ADDENDUM TO OFFICE MEMORANDUM NO. 563, s. 2022 RE: POLICY ON THE USE AND MAINTENANCE OF OFFICE VEHICLE

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Administrative Division, strengthens the existing policy outlined in OM No. 563, s. 2022 on the Policy on the Use and Maintenance of Office Vehicles, the following stipulations shall be implemented.

- Drivers designated for official travel shall ensure the submission of a Certificate of Expenses incurred during the travel upon completion of the trip.
- All passengers utilizing the official vehicle shall be required to sign the Certificate of Expenses to verify the expenses documented by the driver.
- The completed and signed Certificate of Expenses shall be submitted to the Cash Section for liquidation and to the GSU for filing.

2. Failure to submit this completed certification and supporting documents will result in the driver being ineligible for a cash advance for future travel.

3. For strict compliance.


EVELYN R. FETALVERO CESO III
Regional Director



AD-GSU-ATR



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