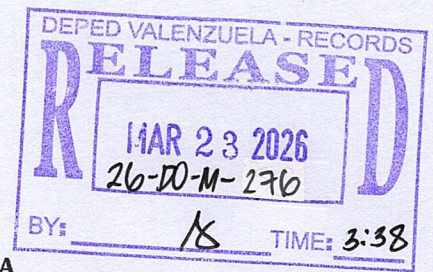




DepEd ICT Unit
Web Posted by: bn
Control no.: 2491B 370

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0272 s. 2026

**GUIDELINES ON THE USE AND MAINTENANCE OF GOVERNMENT SERVICE
VEHICLES IN SDO VALENZUELA AND SCHOOLS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to COA Circular No. 75-6, entitled “*Regulating the Use of Government Motor Vehicles, Aircrafts, and Watercrafts*”, this Circular specifies the guidelines for the guidance of all concerned.
2. Relative to this, the following regulations derived from the aforementioned COA Circular must be adhered to for proper use of government vehicles in SDO Valenzuela:

a. Use of Trip Ticket

Use of government motor vehicles shall be authorized only through the issuance of trip ticket form in **two (2) copies**, stating the name of the driver, purpose and destination of the travel. This must be approved by the official (Administrative Officer V or School Heads) authorizing the travel.

The driver is required to keep **one (1) copy** of the travel ticket and surrender the other copy to the guard on duty upon departure.

b. Marking “For Official Use Only”

All service vehicles owned by the DepEd should be plainly marked: **“FOR OFFICIAL USE ONLY”**, under which should be written the corresponding name of “Department of Education, Schools Division Office of Valenzuela City” or “Name of School”. The mark should be appear on each side of the vehicle.

c. Use for Official Purpose

The use of government vehicle should be used strictly and exclusively for official business. In other words, personal use is prohibited.

However, Section 4 of Executive Order No. 31, s. 1954 provides: *“In view of the nature of duties and responsibilities and their official and social standing in their communities, the chiefs of offices, division superintendents of the schools division, and other equal rank shall be entitled to government transportation from residence to office and vice-versa and in connection with civic and semi-official activities beneficial to the public interest”.*

d. Use of Government Plates

All DepEd vehicles shall bear government plates only, except for cases provided under this circular.

e. Keeping in Government Garage

All DepEd vehicles are required, when not in use, to be kept in the garage after official working hours provided thereof by the Office except when in use for strictly official business outside office hours.

During weekends and holidays, the guard on duty shall keep the keys. If the vehicle is spotted elsewhere during said days, the guard shall be held liable along with those caught using the vehicle.

f. Prohibition Against Use of Government Vehicles by Officials provided with Transportation Allowance

No official who has been furnished motor transportation allowance by the office shall be allowed to use motor vehicle transportation operated and maintained from funds appropriated by DepEd as stated in **National Budget Circular No. 593** dated May 3, 2024 or otherwise known as *Updated Rules and Regulations on the Grant of Representation and Transportation Allowances (RATA) for FY 2024 and Years Thereafter.*

7.0 RATA for Incumbents of Positions

For Incumbents Who Are Assigned or Who Use Government Motor Transportation

7.2.1 Those who are assigned or who use government motor transportation shall no longer be entitled to the TA but only to the commutable RA for the month.

3. The following are the duties and responsibilities of Drivers and Administrative Officer V/ Administrative Officer or Authorized Personnel in school:

A. Driver's Responsibilities:

1. Before leaving the garage, check the oil, battery, water, and lubricants daily and record the same in the vehicle maintenance checklist.
2. Ensure the tire pressure of the vehicles once a week.
3. Accomplish Trip Ticket regularly.

4. Maintain record of preventive maintenance including but not limited to change oil, tire rotations and other maintenance measures.

B. The Administrative Officer V - Administrative Unit / Administrative Officer or Authorized Personnel in school shall:

1. Oversee and monitor the strict adherence and compliance by the Drivers.
2. Receive the submission of value of toll fee RFID report every week.
3. Issue Trip Ticket to the Drivers.
4. Validate over time rendered / claims.

4. Particular attention is also invited to **Administrative Order No. 239** also known as *Prohibiting the Use of Government Vehicles for Purposes other than the Official Business, and other Purposes*:

Section 1:

... "The use of government vehicles on Sundays, legal holidays, or out of the regular office hours or outside the route of official or employees authorized to use them, or by any person other than such officials or employees, shall unless properly authorized, **be prima facie evidence against the officials or employees responsible of such violation.**" (emphasis supplied)

Section 2:

"The use of government vehicles for private social functions such as receptions, balls, theatres, and for other personal purposes is absolutely prohibited. Likewise, use thereof by the spouses, children, relatives, friends, and the like of the officials entitled thereto, even if they are in the company of said officials, is strictly prohibited." (emphasis supplied)

5. Also, the security guard on duty or the Administrative Officer/Authorized Personnel assigned in schools will record all the necessary information on the approved Driver's Trip Ticket. They are responsible for recording the odometer reading before and after the use of vehicles, as well as the fuel consumption for proper monitoring.

6. The request of Government service vehicle must be filled with the Office of the Administrative Office **at least three (3) working days** prior to the actual travel, except, however to extremely emergency cases, where the use of service vehicle can be readily secured at once. Provided further that the trip ticket is properly filled-up and duly approved.

7. The minimum number of passengers must be followed in order to maximize its utilization and in adherence to DepEd NCR's Regional Memorandum No. 190, s. 2026 titled *Implementation of Fuel Efficiency and Conservation Measures to Reduce Fuel Consumption by at least Ten Percent (10%)*.

Model	Plate Number	Name of Driver	Minimum No. of Passengers
Crosswind	SKC-462	Salvador Bayot	2 or 3

Adventure	SFZ 363	Rogelio Butuhan	2 or 3
REVO	SGY 302	Daniel Hipolito	2 or 3
SDO Win Van	SNB-1294	Emerzon Santiago	5-10
ALS Win Van	SNB-1291	Phophey Buenaventura	5-10
Schools Win Van		Assiged School Drivers	5-10

Note: All vehicles except those assigned to SDS and the DepEd Pick up, will be under the supervision of the AO V and shall be available upon request.

8. Also, the use and maintenance of the vehicles of SDO Valenzuela Proper fall under the responsibility of the Administrative Section, headed by Atty. Mark Angelo S. Enriquez, OIC, Administrative Officer V, pursuant to **OUA Memorandum No. 03-1219-0514**.

9. The use of DepEd service vehicle shall be prioritized on the following bases:

- Emergency/unforseen circumstances
- First-request-First-serve basis
- Purpose and destination
- Distance from the point of origin (Division Office or Schools)


10. At least **two (2)** of the following documentary requirements must be secured prior to the travel:

- a. Travel Authority
- b. Trip Ticket
- c. Memorandum/communication

11. The drivers are entitled of overtime pay subject to **DepEd Order No. 30, s. 2016** or Policies and Guidelines on Overtime Services and Payment in the Department of Education and other existing rules on payment of overtime pay.

12. Attached herewith are the copy of Process flow for the request to use Government service vehicle, Request/Reservation to use Government service vehicle form, and Trip Ticket template, for your information and guidance.

13. Wide dissemination and strict compliance of this Memorandum is desired.


NOEL D. BAGANO
 Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

**USE AND MAINTENANCE
TRANSPORTATION**

**GOVERNMENT SERVICE VEHICLE
OFFICIAL TRAVEL**

MAE/KC - GUIDELINES ON THE USE AND MAINTENANCE OF GOVERNMENT SERVICE VEHICLE IN SDO VALENZUELA_____/March 23, 2026

Enclosure No. 1

PROCESS FLOW FOR THE REQUEST TO USE GOVERNMENT SERVICE VEHICLE

FOR NEARBY DESTINATION

PROCESS	REQUESTOR	ADMIN SECTION
1. Request to use vehicle	√	
2. Issue Trip Ticket		√
3. Submission of two (2) copies of Trip Ticket with attached documents (eg. Memorandum)	√	
4. Approval of Trip Ticket		√
5. Released Trip Ticket		√

FOR ACROSS THE CITY AND REGION

PROCESS	REQUESTOR	ADMIN SECTION	ASDS	SDS	RECORDS SECTION
1. Request to use vehicle	√				
2. Submit Travel Authority	√				
3. Issue Trip Ticket		√			
4. Submission of two (2) copies of Trip Ticket with attached documents (eg. Memorandum)	√				
5. Recommend for approval of Travel Authority			√		
6. Approval of Travel Authority				√	
7. Released of Travel Authority					√

Enclosure No. 2

REQUEST / RESERVATION TO USE GOVERNMENT SERVICE VEHICLE

SERIES NO: _____

DATE: _____

1. NAME OF REQUESTOR/S: _____
2. PURPOSE: _____

3. DESTINATION/S: _____
4. DATE OF TRAVEL: _____

Requested by:

Received:

Administrative Section

Approved by:

ATTY. MARK ANGELO S. ENRIQUEZ
Attorney III
OIC-Administrative Officer V

DEPARTURE		ARRIVAL		AUTHORIZED PASSENGERS
DATE:		DATE:		
TIME:		TIME:		
OTHER REMARKS:				

REQUESTED BY:
SIGNATURE OVER PRINTED NAME OF REQUESTOR

ENDORSED:
SECTION/UNIT HEADS

AUTHORIZED DRIVER:	
--------------------	--

VEHICLE:	
PLATE No.	FUEL:

DESTINATION			ORIGIN			DISTANCE
PLACE	TIME	ODOMETER (X)	PLACE	TIME	ODOMETER (Y)	(X-Y)

NAME AND SIGNATURE OF AUTHORIZED PASSENGERS:	REFUEL (if applicable)	TOLL (if applicable)	
		<i>I hereby certify that the vehicle issued was for official travel business as stated above by the Division Personnel.</i>	GAS STATION:
INVOICE No.:	EXPRESSWAY:		
No. OF LITERS:	ENTRY:		
PRICE/LITER:	EXIT:		
TOTAL:	AMOUNT/WAY:		
	TOTAL:		

I hereby certify that the vehicle was used on official activities, and to the correctness of the above statement record of travel.

VERIFIED BY:		APPROVED:
EXIT TIME:	ENTRY TIME:	ATTY. MARK ANGELO S. ENRIQUEZ Attorney III/OIC-Administrative Officer V
Guard on Duty	Driver	



Address: Pio Valenzuela St., Marulas, Valenzuela City
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
 Email Address: sdovalenzuela@deped.gov.ph
 Official Website: <https://www.depedvalenzuela.com>

