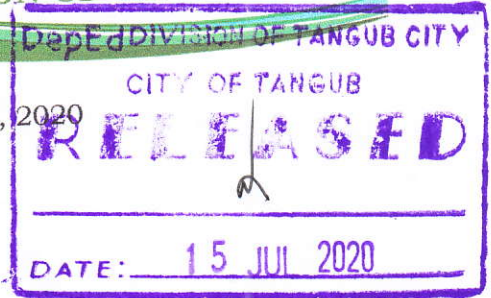




July 14, 2020



DIVISION MEMORANDUM
NO. 147, s. 2020

**NEW PROTOCOLS IN USING GOVERNMENT VEHICLES
IN THIS DIVISION**

To: Teaching and Non-teaching Personnel
This Division

1. This Office informs all teaching and non-teaching personnel that Tangub City is a recipient of one (1) and new unit Van 2020 Hi-Ace Vehicle from DepEd Central Office.
2. While the old Isuzu Crosswind is lent from the Tangub City Local Government Unit.
3. These vehicles shall be driven by the Division official drivers with official passengers who are bound to observe and follow judiciously the protocols. (Enclosure No. 1)
4. Immediate dissemination of this Memorandum is desired.

g
AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

MTA-MEM-2020-007
/folder: memo-advisories-sds/2020/

📍 Anecito St., Mantic, Tangub City
🌐 Website: www.depedtangub.net
☎ Telephone: (088) 545 - 0304
📠 Telefax: (088) 395 - 3372





(Enclosure No. 1 of Division Memorandum No. 147, s. 2020)

OFFICIAL AND NEW PROTOCOLS OF USING GOVERNMENT VEHICLES IN THIS DIVISION

DRIVERS

1. Only official drivers can drive the government vehicles.
 - a. Hi-Ace Van 2020
 - b. Isuzu Crosswind- Plate SHW 797

RESPONSIBILITIES AND ACCOUNTABILITIES OF DRIVERS

1. Drivers have to take charge of the vehicles with utmost due diligence and ensures the safety of the passengers while on travel.
2. Drivers shall observe proper inflation, alignment of tires and proper alignment and balancing of vehicles (DepEd Order No. 50, s. 2008) (DepEd Electricity and Fuel Saving Measures)
3. Periodic change oil and replacement of oil filter. (DepEd Order No. 50, s. 2008)
4. Regular engine tune-up and replacement of air and fuel filter. (DepEd Order No. 50, s. 2008)
5. Proper scheduling of daily trips to avoid unnecessary trips.
6. Smooth/moderate acceleration of vehicles and driving at a steady pace to avoid unnecessary and repetitious speeding up and slowing down. (DepEd Order No. 50, s. 2008)
7. Strict prohibition on idling of engines when vehicle is parked. (DepEd Order No. 50, s. 2008)
8. Overloading of vehicles is prohibited.
9. Check brakes, coolant, oil, lights, steering and tires before and after every trip.
10. Drivers while driving is under contract in transporting his passengers safely from and to its destination.
11. Observe regular sanitization and cleaning of the vehicles.
12. Trip tickets and travel orders shall be kept/ brought by the drivers while on travel.
13. No gate pass, no travel.





PASSENGERS:

1. Only official passengers are allowed to ride/use the government vehicles as reflected in the trip ticket and travel order.
2. Side trips are strictly prohibited to save fuel and usage of vehicle.
3. All passengers who will travel on the same date shall coordinate with each other to conserve consumption of fuel.
4. Foresee the travel three (3) days before the trip to minimize fuel consumption and travelling expenses.
5. Passengers are encourage to wear seat belts while the vehicle is in motion.

GUARDS/GATE KEEPERS

1. Guards shall open the gate only if the driver can give/present a gate pass allowing the vehicle driver and passenger/s to go on official travel.
2. Keep the gate pass until the vehicle returns. The same gate pass shall be submitted to the administrative office for consolidation and records.
3. Guards shall check the time of departure and return of the vehicle, driver, and passengers as reflected in the gate pass.
4. No gate pass, no opening of the gate shall be done.
5. Report to the Administrative Officer V whatever circumstance that may occur or defy the protocols.





**GATE PASS OF THE OFFICIAL DRIVER
 USING GOVERNMENT VEHICLES**

Control No: **ADM-GPS-2020- 000**

Date _____

To be filled in by the driver:

Name: _____ Travel Order No./s: _____
 Position: _____
 Purpose: _____
 Destination: _____
 Time of Departure: _____
 Time of Arrival: _____
 Plate Number: _____
 Number of Liters (Oil) upon departure: _____
 Consumed while on Travel: _____

To be filled in by the driver:

1	Time of arrival back to office/garage	_____	a.m/p.m.
2	Approximate distance travelled (to and from)	_____	a.m/p.m.
3	Gasoline used, purchase and issued		
	Balance in tank	_____	liters
	Issued by office from stock	_____	liters
	Add: Purchased during the trip	_____	liters
	Total :	_____	liters
	Deduct: Used during the trip (to and from)	_____	liters
	Balance in the tank at the end of the trip	_____	liters
4	Gear oil used	_____	liters
5	Lubricants	_____	liters
6	Grease	_____	liters
7	Speed meter reading, if any		
	At the beginning of the trip	_____	m/kms
	At the end of the trip	_____	m/kms
	Distance Travelled (per no. 5)	_____	m/kms

Remarks:

I HEREBY CERTIFY to the correctness of the above statement of facts in the records of travel.

 Driver

I HEREBY CERTIFY that this car was used on official travel as stated above

 Signature over Printed Name Passenger/s

FUTHER, I HEREBY CERTIFY that the travel is official with the passengers of this trip. Entries of the details are correct as declared by the driver.

MARGISSA T. AMEN, J.D.

Administrative Officer V

