



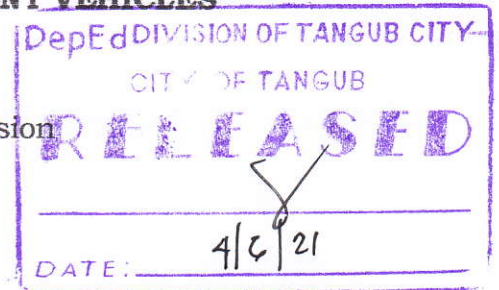
April 6, 2021

Division Memorandum

No. 44 s, 2021

**PROTOCOLS IN USING GOVERNMENT VEHICLES**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors, DICS  
Office of the School Division Superintendent  
This Division



1. This Division directs all official users of the government vehicles to always inform ahead and secure a "Request to use the Vehicles" a day before the issuance of a Trip Ticket that is available at the AO Office.
2. Trip Ticket shall be issued an hour or day before departure time.
3. Official drivers shall adhere to Division Memorandum issuances about usage of government vehicles likewise submit Monthly Report of official travels to the Supply Officer.
4. Further, official passengers and drivers shall be jointly accountable in the preparation and liquidation of documents before and after the trip.
5. Trips within Tangub City Proper shall secure "Gate Pass" only.
6. Immediate and wide dissemination of this memorandum is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
*Schools Division Superintendent*

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