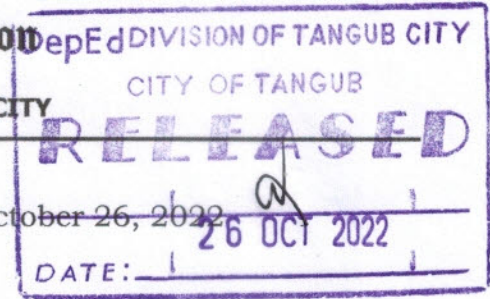




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



DIVISION MEMORANDUM
 No. 326, s. 2022

DIVISION OF TANGUB CITY USE OF GOVERNMENT SERVICE VEHICLES

To: Assistant Schools Division Superintendent
 CID and SGOD Chief Education Supervisors
 Education Program Supervisors
 Public Schools District In- Charge
 Section Heads
 This Division

1. To observe austerity measures on fuel consumption and vehicle maintenance, this Office establish the following schedule:

SECTIONS / OFFICE	DAYS	VEHICLES
Office of the Schools Division Superintendent (OSDS)	Daily	Van/Pick-up
Curriculum Implementation Division (CID)	Wednesday and Thursday	Van
School Governance and Operations Division (SGOD)	Monday and Tuesday	Pick-up

2. The application of Trip Ticket with attached approved Authority to Travel shall be done two days before the scheduled travel time.

3. To ensure efficiency and conservation of fuel, the vehicle driver is requested to establish practical measures in minimizing wastage.

4. For immediate dissemination and strict compliance.

NIMFA R. LAGO, PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent

CC: CID and SGOD Chief
 Section Heads
 Admin
 Property



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