



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

DEPARTMENT OF EDUCATION  
SDO-Iriga City RECORDS SECTION  
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DIVISION MEMORANDUM  
NO. 276 S. 2026

**GUIDELINES ON THE USE OF DEPED VEHICLES FOR THE TRANSPORT OF PERSONNEL, EQUIPMENT, SUPPLIES, PRODUCTS AND MATERIALS**

TO: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Section/Unit Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In the interest of the service and to promote efficiency, accountability, and proper utilization of government property, the following implementing guidelines on the use of DepEd vehicles are hereby issued for the guidance and strict compliance of all concerned, pursuant to existing government rules and regulations on the use of motor vehicles.
2. General policies, driver safety rules, vehicle maintenance, records and reports, request to use motor vehicles, check-out and check-in procedures and emergency are listed on the Enclosure no. 1.
3. Immediate dissemination and strict compliance with this Memorandum is directed. Any violation hereof shall be dealt with in accordance with existing civil service laws, rules, and regulations.

**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
OIC-Schools Division Superintendent

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:  
GUIDELINES                      DEPED VEHICLE



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Enclosure No. 1 to Division Memorandum No. 276, s. 2026

**GUIDELINES ON THE USE OF DEPED VEHICLES FOR THE TRANSPORT OF PERSONNEL, EQUIPMENT, SUPPLIES, PRODUCTS AND MATERIALS**

**1. GENERAL POLICY**

The following rules shall govern the use of all DepEd vehicles:

- a. DepEd vehicles shall be driven by authorized employees only, or by a certified mechanic solely for repair-testing purposes.
- b. Any personnel requesting the use of a DepEd vehicle must log in and accomplish the required data requested at the Admin Office thru Rosalie R. Serrano to ensure proper scheduling and avoid conflicts.
- c. Prior to any trip, an approved Driver's Trip Ticket must first be secured from the head of agency or the duly authorized approving officer. No trips shall be allowed without an approved trip ticket.
- d. Passengers shall be limited to individuals whose presence is necessary in relation to the conduct of official business.
- e. Motor vehicles shall be used exclusively and strictly for official business purposes.
- f. Fuel purchases by the office shall not be issued for privately-owned motor vehicles. All fuel purchases must be supported by a properly accomplished and approved Driver's Trip Ticket.
- g. All officials, employees, and drivers shall be personally liable for expenditures arising from unauthorized or improper use of motor vehicles, in addition to any applicable administrative, criminal, or civil liability.

**2. DRIVER SAFETY RULES**

All authorized drivers shall observe the following:

- a. Secure a duly approved trip ticket before any travel.
- b. Use agency vehicles for authorized business only and carry only authorized passengers.
- c. Ensure the security and safety of all passengers, vehicles, and cargo at all times.
- d. Conduct a vehicle inspection before and after use to confirm safe operating condition; report and address defects prior to driving.
- e. Comply with all applicable traffic laws and regulations; practice safe and defensive driving at all times.
- f. Maintain a valid and current professional driver's license; immediately notify the office upon revocation and discontinue vehicle operation until the matter is resolved.



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**3. VEHICLE MAINTENANCE**

Proper vehicle maintenance is essential to ensure roadworthiness, passenger safety, and the avoidance of costly repairs. The authorized driver shall:

- a. Conduct daily inspections of critical items such as brakes, lights, tires, and wipers.
- b. Arrange for periodic oil changes, tire rotations, tune-up, transmission, cooling system, brake, and AC services as needed.
- c. Always keep the vehicle clean (interior and exterior).
- d. Record all maintenance activities in the designated logbook and promptly report to the Supply Officer any maintenance or repair undertaken or to be conducted.

**4. RECORDS AND REPORTS**

The Supply Officer shall maintain the following records and reports:

- a. An official logbook shall be kept at the Guard House for recording the date of travel, arrival and departure times, passenger details, trip ticket number, and vehicle plate number.
- b. A separate logbook for vehicles under repair.
- c. A monthly fuel consumption report submitted to the Supply Officer for verification of the reasonableness of fuel consumed during the period.
- d. Driver's Trip Tickets prepared in three (3) original copies and attachments (Locator Slip – original copy and copies of Certificate of Appearance and/or approved Travel Authority).
- e. All passengers must sign the Driver's Trip Ticket.

**5. REQUEST TO USE MOTOR VEHICLES**

Personnel requesting the use of a motor vehicle shall:

- a. Accomplish the Request for Use of Motor Vehicle form in one (1) copy for the requisitioner, driver and must be endorsed by Administrative Officer V and approved by Schools Division Superintendent (SDS).
- b. Attach the approved Authority to Travel and/or Memo.
- c. Provide a copy of the request form to the driver for trip ticket preparation and approval.

**6. VEHICLE PASSENGER CAPACITY**

In reference to the Department of Budget and Management (DBM) Budget Circular (BC) 2010-2, Annex B – Typology of Government Motor Vehicles, all concerned personnel are hereby reminded of the official passenger capacity classifications for government vehicles as follows:



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a. **VAN (Toyota HiAce) – Passenger Capacity**

- Minimum capacity: Eight (8) passengers, including the driver
- Maximum capacity: Fifteen (15) passengers, including the driver

b. **PICK-UP (Mitsubishi Strada) – Passenger Capacity**

- Minimum capacity: Two (2) passengers, including the driver
- Maximum capacity: Six (6) passengers, including the driver

7. **CHECK-OUT PROCEDURE**

Before departure, the authorized driver shall inspect the assigned vehicle to confirm it is in safe operating condition and present the duly approved Driver's Trip Ticket to the Security Guard on duty upon leaving the office premises.

8. **CHECK-IN PROCEDURE**

Upon return:

a. The driver shall record the ending mileage on the Driver's Trip Ticket. Estimated mileage shall be recorded in case of odometer failure.

b. The Security Guard on duty shall initial the ending odometer reading and affix his full printed name and signature at the bottom of the Driver's Trip Ticket, which shall then be submitted to the Supply Officer.

c. The vehicle key shall be surrendered to the Security Guard on duty.

d. Passengers shall submit a copy of the following to the driver:

- **For Travel within Iriga City**

1. Certificate of Appearance and/or Locator Slip

- **For Travel outside Iriga City**

1. Certificate of Appearance and/or Locator Slip
2. Approved Travel Authority

e. Failure to submit the required documents after the trip shall result in the suspension of the passenger's privilege to use government vehicles on their next request, unless the required documents are subsequently provided.

9. **BREAKDOWN/EMERGENCY**

In case of mechanical breakdown or need for emergency repair while operating a DepEd vehicle, the driver shall immediately call the office and provide a description of the emergency and the exact location for appropriate instructions. Any cash used for emergency repairs or towing from available passenger funds shall be subject to reimbursement upon submission of official receipts.



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