



DAVAO DEL NORTE STATE COLLEGE

Office of the President

OFFICE MEMORANDUM No. 046

Series of 2019

To : ALL CONCERNED PERSONNEL

Date : 2 AUGUST 2019

Subject : GUIDELINES ON THE MANAGEMENT AND PRIORITIZATION OF VEHICLE REQUEST AND UTILIZATION

With reference to Memorandum Order No. 30 series of 2019 issued by the Office of the College President on the transfer of the Motor Pool Management to the Office of the President and on the increase of *daily travel expenses* for local and foreign travels, the use of College vehicles is hereby regulated as follows:

- The use of vehicle shall be strictly for official transactions for a minimum of 3 persons/passengers only;
- Exemption of Item A* includes using the vehicle for "dignitaries" invited by this State College or that who have significant transactions in favor of the institution. These cases shall be allowed and further determined by the Office of the College President;
- The use of vehicles shall be authorized only through the issuance for each trip of a serially numbered ticket, duly signed by Office of the President through the Office of the Executive Assistant;
- Trip ticket shall be prepared by the assigned driver and approved by the Office of the President through the Executive Assistant;
- In case of emergency, any vehicle shall be used without trip ticket upon the recommendation of the College President and College Nurse;
- Travel during weekends, legal holidays, out of regular office hours or outside the route of the officials without prior approval shall not be authorized;
- A single passenger is afforded to use the vehicle if he/she has multiple transactions in Davao City area to be justified and determined by the College President;
- A requestor who has only single transaction such as attendance to seminars, meetings and conferences and will stay over-night in hotels shall not be allowed to use the vehicle for the purpose of ferrying and fetching;
- After office hours or during weekends and holidays, drivers are directed to keep the vehicles in the garage designated/provided thereof by the Office to avoid their unauthorized use;
- During weekends and holidays, the guard on duty shall keep the keys. If the vehicles are spotted elsewhere during the said days, the guard shall be held liable along with those caught using the vehicle in accordance with the service contract entered into by the College and security agency concerned;
- For Research, Extension and Production and other similar activities where van rental is included in the approved proposal and/or financial plan, the end-user should prepare Purchase Request (PR) for that purpose or he/she may opt to use the College vehicle in rental basis; and
- Other cases not indicated herein are subject to the recommendation of the Director for Administrative Services (DAS) and determination of the President prior to its approval.

Wide dissemination of this memorandum is desired.

For strict compliance.

JOY M. SORROSA Ph. D.
College President

Cc:

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