



Office of the College President

OFFICE MEMORANDUM NO. 41

Series of 2022

To : ALL COLLEGE PERSONNEL

Date : 24 MARCH 2022

Subject : APPROVED UPDATED GUIDELINES ON THE MANAGEMENT & PRIORITIZATION OF VEHICLE REQUEST & UTILIZATION

During the 2nd Joint Admin Council, Academic Council and CREPC Meeting on 14 March 2022 the proposed "Updated Guidelines on the Management & Prioritization of Vehicle Request & Utilization", is hereby approved as follows:

1. The College vehicles shall be strictly used for official transactions for a minimum of **3 persons/ passengers**;
2. Exemption of item 1 includes the use of the College vehicles for "dignitaries" invited and requested by this College or that who have transactions in favor of the institution. This case shall be allowed and further determined by the Office of the President;
3. A single passenger is afforded to use the College vehicle for bank transactions of the Cashier's office and if a passenger has multiple transactions in Davao City area to be justified and determined by the College President;
4. The use of the College vehicles **shall be authorized only through the issuance of a trip ticket**, duly signed by the Office of the President through the Office of the Director for Executive Affairs;
5. The trip ticket **shall be prepared by the assigned driver** and approved by the Office of the President through the Office of the Director for Executive Affairs;
6. The requestor **shall submit a duly signed Travel Order** attached to the **Vehicle Request Form**;
7. The reservation of the College Vehicle **shall be made at least 3 days before the travel**. To reserve, the requestor shall fill out the Vehicle Request Form and submit to the Office of the Director for Executive Affairs. The approval of request shall be on a **"first come -first serve" basis**;
8. If there are simultaneous activities and whenever and possible and necessary, the drivers may not wait for the transported passenger/s until the end of the activity to be able to transport other passenger/s who reserved;
9. In case of emergency, any College vehicles shall be used **without trip ticket upon the recommendation of the College President and College Nurse**;
10. Travel during weekends, legal holidays, out of regular office hours or outside the route of the officials without prior approval shall not be authorized;
11. A requestor who only **has single transactions** such as attendance to seminars, meetings, and conferences and will stay overnight in hotels **shall not be allowed** to use the College vehicles for the purpose of ferrying and fetching;
12. The Office the Director for Executive Affairs **shall assign the driver and determine the vehicle to be used** for a particular travel;
13. After the office hours or during weekends and holidays, drivers are directed to keep the College vehicles in the garage designated/ provided thereof by the Office to avoid unauthorized use;
14. During weekends and holidays, the guard on duty shall keep the keys. If the College Vehicles are spotted elsewhere during the said days, the guard shall be held liable along with those caught for unauthorized used of the vehicle in accordance with the service contract entered into by the College and security agency concerned;
15. For Research, Extension and Production and other similar activities where vehicle rental is included in the approved proposal and / or financial plan, the end-user shall prepare Purchase Request (PR) for that purpose or he/ she may opt to use the College vehicle in rental basis;



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16. If the vehicle assigned to the approved requestor has an immediate repair needed, the Office of the Director for Executive Affairs shall assign another vehicle subject to the availability of vehicle; and
17. Other cases not indicated herein are subject to the recommendation of the Director for Executive Affairs (DEA) and determination of the College President prior to its approval;

Wide dissemination of this Office Memo is highly desired.

For strict compliance.

JOY M. SORROSA, Ph.D.
SUC President III

Cc:

VPAA
ITEd Dean
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ILEGG Dean
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