

Republic of the Philippines
Ministry of Public Works
OFFICE OF THE MINISTER
Port Area, Manila

22 February 1980

MINISTRY ORDER

NO. 80-13

Series of _____

SUBJECT: Supplemental Rules and Regulations
in the Use of MPW Service Vehicles


X-X-X-X-X-X-X-X

In line with the directive of the President in Letter of Instructions No. 981, current series, and supplementing Ministry Order No. 79-14 dated September 12, 1979, the following additional rules and regulations are hereby prescribed in the use of MPW service vehicles:

1. Requests for the official use of service vehicles in the Ministry proper shall be made by the Division Chiefs, to be accomplished in the form hereto attached as annex "A" and shall be approved by any of the Assistant Ministers upon recommendation of their respective Service Chiefs, provided, that requests of the latter officials shall be made directly to the former for their approval. In the case of the four (4) Staff Bureaus, requests to avail of the use of service vehicles shall, likewise, be made by the Division Chiefs and shall be approved by their respective Bureau Director. However, requests for service vehicles during Saturdays, Sundays and Holidays shall be approved by the Minister or the Deputy Minister.
2. Trip tickets and requisitions for gasoline shall be accomplished in the attached forms annexes "B" and "C", respectively, and shall, likewise, be approved in the same manner as above (No. 1), provided, that allocation for gasoline shall not exceed 20 liters a day for Bureau Directors and 15 liters a day for lower rank officials or depending upon the distance to be travelled as indicated in the approved trip ticket, using as basis for computation thereof Commission on Audit Circular No. 77-61 dated September 26, 1977.

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3. Before any vehicle leaves any designated MPW garage, the driver concerned shall present to the Security Guard on duty at the gate the approved trip ticket. The Security Guard shall record the vehicle plate number, the driver's/ passenger's name and the time of its departure and return in a log book provided for the purpose. No vehicle ~~ir~~regardless of office origin shall be allowed to leave any MPW compound without presenting a duly approved Daily Trip Ticket, except in cases of emergency like fire and other natural calamities which may cause damage to the vehicles or when responding to emergencies.
 4. POL shall be allocated only to vehicles with duly approved POL requisitions.
 5. All vehicles shall be garaged at their designated places not later than 8:00 p.m. during regular working days. Drivers and end-user personnel shall be jointly held responsible and accountable for non-compliance.
 6. No vehicle shall be allowed to leave their designated garage on Saturdays, Sundays and Holidays without the explicit approval of the Minister or the Deputy Minister. Vehicles used beyond 8:00 p.m. during regular working days shall, likewise, be duly authorized by the Minister or the Deputy Minister.
 7. The Security Guards on duty at each designated garage shall be responsible for the security and safety of the vehicles after the driver has turned-over the keys at the end of the regular office hours, and during Saturdays, Sundays and Holidays.
 8. The Chief, GSD shall be responsible for the proper and orderly implementation of these rules and regulations, and is hereby authorized and directed to:
 - a. Control and supervise the utilization/scheduling, regular servicing, repair and maintenance of all vehicles of the Ministry proper, the Staff Bureaus, Services and of the Special Projects under the Ministry.
 - b. Procure, store at allowable levels and allocate the necessary and appropriate petroleum, oil, and lubricants, tires, batteries and fast moving spare parts.
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- c. Provide adequate and effective security measures to ensure maximum protection to the vehicles, its accessories and appurtenances.
 - d. Prepare and recommend from time to time remedial measures to be adopted for the proper and orderly utilization and general up-keep of motor vehicles.
 - e. Organize, within existing resources, the appropriate personnel required to effectively carry-out the provisions of this Ministry Order.
9. The Chief, Budget Division in coordination with the Chief, General Services Division shall provide for the financial requirements to be drawn from the various unit funds, in order to carry out the intents of this Ministry Order. Further, as a complementary measure, the Chief, Management Division shall conduct periodic spot audit of the various gas stations/depots, spare parts/accessories lodges and of the physical condition of the vehicles with the end in view of overseeing the implementation of the program in relation to economy and utilization and in making recommendations for appropriate remedial measures therefor.

Any violation of the rules and regulations herein promulgated shall subject the official or employee concerned to appropriate disciplinary action.

As thus amended Ministry Order No. 79-14 dated September 12, 1979 stands.

For strict compliance.


ALFREDO L. JUINIO
Minister
