

Republic of the Philippines
Department of Public Highways
OFFICE OF THE SECRETARY
M a n i l a

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Department Order

No. 59

Series of 1975

SUBJECT: REGULATIONS ON THE PROPER USE OF GOVERNMENT
VEHICLES IMPLEMENTING COMMISSION ON AUDIT
CIRCULAR # 75-6

Effective immediately, the following guidelines are enforced for the proper use of government vehicles:

1. Pooling of DPH Motor Vehicles

For purposes of energy conservation, vehicles under various offices and agencies are hereby grouped and their dispatching on official trips henceforth undertaken by the Officials indicated, i.e. corresponding trip tickets and/or Vehicle Requests (VR) approved by said officials:

(1) Department Proper

- | | | |
|------------------------------|---|---|
| a. Special Foreign Project | } | IBRD Executive Director |
| Office (IBRD) | | |
| b. 2nd IBRD Project | | |
| c. 3rd IBRD Project | | |
| d. DPH Design Team | | |
| e. Head Executive Assistant) | | |
| f. Special Projects Service) | } | Director, Special Projects Service
or
Assistant |
| (Directors Car) | | |
| g. ADB Project Office | | |
| (Exec. Directors car) | | |
| h. Green Engineering Co. | | |
| (Counterpart) | | |
| i. PJHL | | |
| j. Phil.Australian Dev. | } | Chief, Administrative Service
or
Assistant |
| Assistance Project(PADAP) | | |
| k. Administrative Service | | |
| l. All other services, DPH | } | |
| Proper | | |

- (2) Bureau of Barangay Roads - Asst. Director (or Chief Adm. Division in the absence of the Asst. Director)

- (3) Bureau of Construction & Maintenance - -do-

- (4) Bureau of Equipment - -do-

The designated Approving Officials above are called upon to exercise sound discretion and may promulgate their own procedures in the pooling of vehicles towards effecting maximum fuel economy through judicious programming/scheduling, strict observance of regulations and swift disciplinary action against erring subordinates. It is, however, understood that the vehicles

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presently issued to the respective Bureaus and Services shall continue to be assigned for their exclusive use and control, and shall accordingly accrue equipment rentals as usual.

(5) The following offices also with service vehicles and their own garages will operate their own vehicle pools independently i.e. their Chief of Offices are the designated approving officials who shall approve Trip Tickets, Vehicle Requests, Monthly Report of Travel, etc., and shall be held responsible for the strict observance of regulations:

- a. SLOFPO - Executive Director's car
 - Metro Manila Transport Project Office
 - Manila-Cavite Coastal Road Project
- b. Soil and Material Division
- c. Landscaping Section
- d. Bridge Section
- e. Spare Parts Division

2. Garages in Manila for DPH Vehicles

All DPH Motor Vehicles shall be garaged after office hours in either the Central Depot Compound in Chicago St. or the DPH Central Office Compound (for offices listed in (1) thru (4)), and in own garages for offices listed in (5), except for the following uses:

- (a) Travels to places of considerable distance from Manila that would not permit return to station before the close of office hours.
- (b) Duly authorized travel for strictly official business outside of office hours.
- (c) Intelligence and surveillance missions using vehicles with security plates authorized by the President.

3. Use of Government Plates (RP)

All DPH vehicles shall bear government plates, except those security vehicles with exemptions authorized by the President. Heads of Bureaus or Services maintaining such vehicles shall submit a list of said security vehicles and corresponding plate numbers to the Department Auditor.

4. Marking of "For Official Use Only" and other identification.

All DPH vehicles shall be marked with appropriate DPH decals, with "FOR OFFICIAL USE ONLY" sign, and their DPH Code Numbers, except Security vehicles exempt from using government plates as authorized by the President. The facilities of the Central Depot may be availed of for the purpose. These vehicles which will be found not properly marked and identified after December 1, 1975 will be impounded and the supervisor/user concerned, made to explain.

5. The Trip Tickets and the Vehicle Request forms

a. Vehicle Request form -

As only one (1) Trip Ticket per vehicle per day is required, one (1) VR per trip shall be required further to be issued by the requisitioning chief of Division, identifying the authorized passenger and other particulars.

[Handwritten signature]

b. The Trip Ticket -

This prescribed Trip Ticket is prepared every morning by the driver and approved by the designated approving officer under No. 1 above. At the back of said Trip Ticket should be listed the particulars mentioned in the VR Forms. No Vehicle shall be allowed out of either compound without the Trip Ticket & VR. The Chief of Central Depot (vehicles garaged in Central Depot) and the Chief, Equipment Control/Maintenance Division (for vehicle garaged in Central Office) shall see to this. Upon completion of a trip, the authorized passenger signs in the space provided. VR's should always accompany the Trip Ticket. The Trip Ticket is surrendered to the dispatcher/vehicle pool supervisor at the end of day's work together with VR's.

6. The Monthly Report of Official Travels (MROT)

The attached MROT shall be accomplished and submitted by the Central Depot to the Bureau of Equipment c/o the Chief Equipment Control/Maintenance Division, every 5th day of the following month.

7. The Operation of Employees Buses

a. Garage

In the case of DPH buses plying the Manila Area as service for employees, the same may be garaged after office hours, for reasons of fuel economy, at any of the DPH compounds near the end of its run or terminal such as the Caloocan City Motor Pool, the Pasay City Motor Pool and the Regional Offices of Region IV-A & B at Quezon City.

b. Bus fares

Only DPH employees with proper identification may use the service buses. Passengers will be charged legal transport rates. Monthly ticket chits will be sold at the Department's Cashiers and will be used instead of cash.

8. The Central Depot shall be responsible for all maintenance, cost accounting, billing, recording of utilization hours, the maintenance of equipment cards, etc., and all other records pertinent to management of the vehicles/equipment.
9. The Central Depot shall administer the fuel requirement of the various DPH Bureaus and Services using their individual funds for the purpose, providing storage facilities and dispensing said fuels to vehicles as necessary.

For strict compliance.

BALTAZAR AQUINO
Secretary