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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

08 September 1988

DEPARTMENT ORDER
NO. **86**
SERIES 1988 **10/18**

SUBJECT: Defining and Regulating the use of Service Vehicles of this Department.

- TO ALL: Undersecretaries
 Assistant Secretaries
 Bureau Directors & Service Chiefs
 Project Directors/Managers
 Regional Directors
 Regional Equipment Engineers
 District/City Engineers
 This Department

It has been observed that some DPWH officials who are issued with service vehicles through Memorandum Receipts have the practice of using the vehicles exclusively for their own, officially and otherwise, depriving other officials/employees in the office where they are assigned the use of these vehicles. In many cases, the impression is that the issuance of vehicles through Memorandum Receipts bestow to end-users the permanent right to use these vehicles. Consequently, when these officials are transferred to other stations, they bring along with them these vehicles leaving their successors bereft and wanting of transport vehicles. Oftentimes, this practice involves heavy government expense especially in cases of overwater transfers of assignments.

Present policy of this Department anent service vehicles is that allocation and assignment is to the Office in need of same and not to any specific official or individual. In cases therefore when officials of this Department are transferred to other assignments, the service vehicles issued to them should be left behind with the office concerned.

Effective immediately, the aforesaid policy of assignment and usage of DPWH service vehicles shall be strictly followed. Relief of accountability of the end-user official on the vehicle will be effected immediately whenever he resigns/retires from the service or is transferred/reassigned to another office by the issuance of a relieving Memorandum Receipt to be signed by his successor. The process of transferring the accountability on the vehicle should be coordinated with the issuing office, i.e., the C.E.S.P.D., BOE for all vehicles issued to offices under the DPWH Central Office and the Regional/Area Equipment Services for all vehicles issued in the Regional Offices. And for records purposes, a copy of the duly approved relieving Memorandum Receipt be furnished the Supply & Property Management Division, AMMS, DPWH.

Henceforth, it is hereby informed that any violation hereof by any Department/Field Official concerned shall be dealt with administratively.

Strict compliance is hereby enjoined.

[Signature]
 J. NERY FERRER
 Secretary

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