



MINISTRY ORDER )  
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NO. 79-14     ) SUBJECT: Use of MPW Service Vehicles  
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1. All MPW Vehicles (Service Vehicles of the former MPWTC and the defunct BPW) should bear the "MPW and FOR OFFICIAL USE ONLY" signs at the sides of the vehicles and as such shall be strictly for OFFICIAL USE ONLY.
2. Use of security plates is strictly prohibited for MPW Service Vehicles.
3. All MPW vehicles shall be garaged within the MPW premises.
4. A Motor Vehicles Dispatcher to be designated by the Chief of Administrative Services shall be in-charge of scheduling, assigning and care of all motor vehicles. To maximize the use of vehicles, the dispatcher shall, as far as practicable, arrange and consolidate route of travel for passengers.
5. Requests for use of MPW Service Vehicles shall be approved by the <sup>Bureau</sup> Service Chief concerned, and filed with the Dispatcher one day prior to the planned trip.
6. The driver shall accomplish the trip ticket before the trip and shall submit the same to the Motor Vehicle Dispatcher upon return.
7. In all cases, vehicles shall be returned to the garage immediately after use and the time of return noted on the trip ticket by the Security Guard and the Dispatcher. In no case shall motor vehicles be allowed to be garaged overnight in houses of officials and personnel of the Ministry. The Dispatcher shall maintain a travel logbook.



see 045.01 70.100

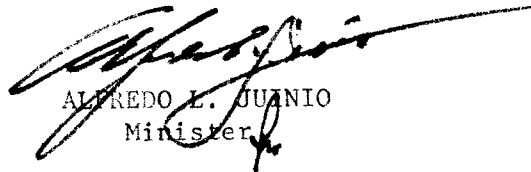
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8. At the end of each month, the driver of each car concerned shall submit the prescribed Monthly Report of Official Travels in triplicate to the Motor Vehicle Dispatcher who shall in turn submit the original copy thereof supported by the Driver's Trip Tickets, thru the Chief, Administrative Services to the Auditor, the duplicate being retained by the Administrative Services and the triplicate retained by the driver.
9. Where practicable, missions within Metro Manila shall be carried out through the use of Service Vehicles. The use of taxi is discouraged; however, if circumstances warrant the use thereof, a certification from the head of the agency/his authorized representative as to its reasonableness must be secured.
10. Officials and employees of the Ministry who are receiving commutable and reimbursable monthly allowances shall not avail of the use of MPW Service Vehicles.

The provisions of this order shall not apply to the Service Vehicles of the Minister, Deputy Minister and Assistant Secretaries.

This order shall take effect immediately.



ALFREDO L. JUNIO  
Minister