



ENCLOSURE
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897.13 DPWH
08-11-2004

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

11C 11 2004

Department Order

No. 117

Series of 2004

08-11-04

**SUBJECT: Transfer/Movement
Of Service Vehicles**

It is noted that some service vehicles transferred from one office to another or from person to person without the approval of the Bureau Director, BOE. Officials transferred to other stations brought with them the vehicles originally assigned to their former offices leaving their successor without service vehicles.

These practices cause problems in maintaining updated inventory records and negate our efforts to rationalize allocation and usage of service vehicles in accordance with existing laws.

In view hereof, and pursuant to the Department policy of assigning vehicles to the office and not to particular individuals, effective immediately, it is hereby directed that transfers of service vehicles from office to office must be coursed to the Bureau of Equipment and approved by the Bureau Director. Violation of which shall be dealt with proper administrative sanctions.

For compliance.


FLORANTE SORIQUEZ
Acting Secretary