



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : THE UNDERSECRETARY
Management and Technical Services

SUBJECT : USE OF DENR VEHICLES

DATE : 16 February 2004

The following guidelines are being issued as a reminder on the proper use of DENR vehicles:

1. All DENR vehicles, except those bearing security plates, shall be marked with the DENR logo and "FOR OFFICIAL USE ONLY".
2. Vehicles, which are not issued officially through a Memorandum Receipt to officials/endusers, shall be under the maintenance and control of the Motorpool Section. After office hours, these vehicles shall be parked at the Motorpool Area or at duly designated areas within the Compound, unless when they are on official travel as supported by a trip ticket/travel order.
3. The guard on duty at the Exit Gate shall permit exit of DENR vehicles only upon presentation of an approved trip ticket.
4. Drivers shall coordinate with the Property Section of the GSD to ensure that vehicles are duly registered on schedule.
5. Issuance of fuel shall be strictly within the monthly allocated quantity.

Be informed that non-compliance with these rules/instructions constitutes violations of existing COA rules and regulations and shall warrant corresponding sanctions.

For strict compliance.


ROLANDO L. METIN

cc:

**The Detachment Commander
DENR Security Force**

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