

**DENR Memorandum Circular  
No. 4  
March 21, 1988**

**TO : The Undersecretaries, Assistant Secretaries, Bureau Directors, ASEC Directors, HEA and Services Chiefs, Regional Executive Directors**

**FROM : THE SECRETARY**

**SUBJECT : Dispatching Vehicles and Rationalization of Gasoline Consumption**

- A. The following shall be the guidelines in the dispatch of vehicles and provision of gasoline in the Department of Environment and Natural Resources:

OFFICE/OFFICES	Number of Vehicles Allowed for Dispatch	Gasoline Allowed
SECRETARY	one official/one back-up vehicle	as may be needed
Undersecretaries	one staff car one plus another vehicle that will service his staff and be used as back up vehicle	limited to 15 liters only First vehicle as may be needed - second vehicle-20 liters a day when not used for long distance trips.
Offices of Asst. Secretaries, HEA, Special Concerns Offices and Public Affairs Offices;	One vehicle each	not more than 20 liters a day, except for long distance travel for which gasoline is provided
Offices of the Bureau Directors Offices of the		

Assistant Bureau  
Directors

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Offices of the Services Chiefs and Asst. Staff Directors (Department Proper) one vehicle each Not more than 15 liters

Offices of the Regional Executive Directors one vehicle each to be determined by RED

Offices of the Regional Technical Directors one vehicle each to be determined by RED

B. Task Forces, Special Committees, Boards and Similar Groups

Task Forces, Special Committee, Boards and Similar Groups duly authorized by law or by the Secretary to perform specific functions may be assigned one (1) vehicle each, upon the discretion of the Secretary. These special groups shall be allocated 15 liters of gasoline per day that a vehicle is needed. Additional gasoline may be provided for long distance trips.

C. Motors Pools

1. The Department Proper, the Staff Bureaus and the Regional Office Proper shall maintain pools of vehicle for general dispatch. These pooled vehicles shall be for the use of other offices not mentioned above.
2. Due to the limited number of vehicles in the entire department, the number of vehicles initially composing the motor pool shall not exceed the number of regular divisions identified in the staffing pattern. A vehicle shall be dispatched as maybe needed by the cashier and by other offices which regularly require transport such as records.
3. Pooled vehicles shall be provided gasoline only when dispatched for a specific trip. As a general rule, each pooled

vehicle shall be provided 10 liters of gasoline daily except for long distance travel.

D. Additional Guidelines

1. The use of official vehicles shall be strictly for official business.
2. All vehicles assigned for dispatch for specific and personnel shall be covered by proper memorandum receipts. Staff vehicles shall be in the name of the Staff or Division Head concerned.
3. Staff and Dispatch Vehicles shall be deposited with the DENR Motor Pool. No vehicle shall be dispatched or allowed to leave the motor pool without a duly approved trip ticket.
4. No transfer of vehicle from one official to another shall be made except upon approval by the Secretary.
5. All officials and employees having in their possession or custody vehicles more than what they are allowed for dispatch purposes under these guidelines shall immediately return the excess to the Office of the Assistant Secretary for Management Services.
6. For purposes of effective rationalization of gasoline consumption, all property officers at the Office of the Secretary and the Central Bureaus shall submit to the Office of the Assistant Secretary for Management Services a monthly summary of gasoline and oil consumption.

**(Sgd.) FULGENCIO S. FACTORAN, JR.**  
Secretary