

**DENR Memorandum Circular
No. 36
November 29, 1993**

**Subject : Guidelines in the Deployment and Use of
ENR-SECAL Service Vehicles and
Equipment.**

Pursuant to the Department Administrative Orders Numbers 42, 20, 43 and 26 of ENR-SECAL in Regions 1 and CAR, 2, 9 and 10, the following guidelines are hereby issued to govern the proper and orderly deployment and use of vehicles and equipment procured by ENR-SECAL in connection with the implementation of the program.

1. **PROPER ACCOUNTING OF VEHICLES AND EQUIPMENT**
 - a. All service vehicles and equipment procured by the Program Management Office (PMO), Regional Offices and Provincial Offices for the purpose of the ENR-SECAL Program shall be properly booked and accounted for and each shall be provided with appropriate property number. For this purpose, a Property Inventory Sheet (PIS) shall be fully filled up as to the information required therein, including deployment to concerned persons or units. Copy of the inventory sheet shall be forwarded to the PMO as basis for inventory and proper recording.
 - b. All Memorandum Receipts (MRs) of service vehicles and equipment shall be properly recorded and taken up in the Property Inventory Sheet (PIS). Likewise a file shall be maintained by the concerned units for easy reference.
 - c. Each duly accomplished (the invoice - Receipt for Property, GF No. 30-A) supported by a certified copy of PIS and MRs should be forwarded to the General Services Division who shall in turn after reviewing the same shall forward copies thereof to the Chief Accountant as a basis for recording/dropping the same in the book of accounts.
2. **DEPLOYMENT OF VEHICLES AND EQUIPMENT FROM PMO TO REGIONAL OFFICES AND FROM REGIONAL OFFICES TO PENROs.**
 - a. All deployment of equipment and service vehicles shall be coordinated with the Property Custodian/Officer of the General Services Division of DENR Central Office/PMO, Regional Office and PENRO Office who

will be responsible for the deployment of the same. Notice shall be sent to the said persons to make the necessary arrangement for their transfer. The hauling cost shall be shouldered by the receiving unit concerned.

- b. All deployment of vehicles and equipment shall be covered by MRs which should be signed by the receiver/recipient accountable and responsible official before actual transfer is made. The Regional Office shall furnish a copy of MRs to the PMO, for the deployment of the equipment and service vehicles either procured by the PMO or Regional Offices.
- c. Further deployment of equipment and vehicles from the original receiving units to other units (e.g. Regional Office to PENRO ; PENRO to CENRO) shall always be covered by MRs or sub MRs, copy of which should be furnished to the PMO.

3. **DEPLOYMENT OF SERVICE VEHICLES AND EQUIPMENT FROM PENROs TO NGOs**

- a. Pursuant to the contract with NGOs, DENR shall provide service vehicles and equipment necessary in the implementation of project activities. However, all deployments and/or transfers made to NGOs from PENRO shall be covered by a Memorandum Of Agreement (MOA) between the PENRO and the NGO authorized representative, copy of which shall be furnished to the PMO.
- b. Deployment of pick up vehicles and motorcycles to the NGOs/WMUs shall be strictly in accordance with the attached distribution list for the first batch of vehicles and equipment procured at the Central Office, marked Annex A. Other concerned offices involved in the implementation of the project shall also be provided with service vehicle/s and some needed equipment through MOA once the next batch of equipment and service vehicles has already been procured by the PMO.

4. **PROPER USE OF SERVICE VEHICLES AND EQUIPMENT**

- a. All service vehicles and equipment shall only be for "official use" of the Project. A trip ticket shall always be prepared and signed by the Head of Office (WMU Manager for WMU Office and RED/PENRO/CENRO concerned for DENR) before the said vehicle/s

shall be dispatched for use. However in the absence of the designated official to sign the trip ticket, the officer-in-charge shall assume full responsibility. Anybody caught violating this shall be dealt with disciplinary and/or criminal action. In case of urgent and special cases which require the use of the said vehicle and equipment for other purposes, the Head of Office concerned may certify as to this urgency and allow the use of the same.

- b. For the mean time that the availability of service vehicles is limited, DENR can use the said vehicle through proper scheduling/arrangement with the NGOs. Use of the same shall be in connection with the project (e.g. for monitoring purposes).
- c. Vehicles and equipment issued to the NGOs should be used only in connection with the activities of the project.
- d. The first two (2) side doors of all pick up vehicles shall be painted with the following:

FOR OFFICIAL USE ONLY

DENR
LOGO

DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES
ENR-SECAL PROGRAM
REGION ____

5. RESPONSIBILITY OF THE RECEIVING UNIT OVER THE SERVICE VEHICLES AND EQUIPMENT

- a. Upon transfer of the service vehicles and equipment, the receiving units shall already be responsible for their safekeeping and full and proper maintenance.
- b. Registration of service vehicles shall be in the name of DENR. However, registration fees including yearly renewal of service vehicle's registration and payment of corresponding comprehensive insurance with the GSIS for vehicles and equipment transferred to NGOs (vehicles and equipment price plus its importation tax if there's any) shall be borne by the NGOs concerned.
- c. A corresponding amount equivalent to the 10% of the service vehicles' price plus its importation tax and other equipment transferred to the

NGOs as surety bond in favor of DENR for payment of any damages in the service vehicles and equipment.

- d. Receiving units (including NGOs) shall program adequate budget for the maintenance of service vehicles and equipment transferred to them. This includes allowance for gasoline and oil, and adequate amount for repair purposes.
- e. NGOs shall be responsible for the repair of the service vehicles and equipment transferred to them.
- f. NGOs shall likewise be responsible for hiring licensed drivers for the pick up vehicles totally transferred to them. In case of pick up retained in the control of the DENR units concerned, the letter shall be responsible for assigning licensed drivers.
- g. DENR and PMO representatives shall conduct periodic physical inventory and inspection of all service vehicles and equipment procured under the program.

TURN-OVER OF SERVICE VEHICLES AND EQUIPMENT FROM NGOs TO DENR UNITS CONCERNED

- a. Upon termination/cancellation of their contract, NGOs are obliged to return to DENR the service vehicles and equipment transferred to them in such condition as they would be at the time of such termination/cancellation. However, if the NGOs did not observe proper diligence in taking care of the said vehicles and equipment, NGOs shall be liable as far as damage that resulted from the said malfeasance. The payment of which shall be charged against the 10% surety bond posted by the NGOs in favor of DENR.
- b. Upon the turn-over of the service vehicles and equipment, the corresponding MOA shall automatically be revoked and the NGO concerned shall cease to be responsible for the said vehicles and equipment.

7. **EFFECTIVITY**

All concerned units covered by these guidelines are hereby enjoined to strictly implement the same immediately.

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Secretary

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