

**Memorandum Order**  
**No. 98 - 13**  
**August 11, 1998**

**SUBJECT : Use/Distribution of Vehicles in the  
DENR Central Office**

Pursuant to the General Appropriations Act and in order to rationalize the use/distribution of vehicles in the Department Proper, the following guidelines are hereby prescribed:

**1. Authorized Officials/Personnel**

1.1 The Undersecretaries, Assistant Secretaries, HEA, Service Directors and Program/Project Directors/Managers shall be allowed one service vehicles each.

a. Likewise, they shall be entitled but limited to one (1) staff vehicle each to run errands and service the staff in the performance of officials functions;

1.2 Other Critical Offices/Divisions may be allocated one service vehicle upon the recommendation of the Head of Office/Service and duly approved by the Secretary;

**2. Use of Vehicle**

2.1 All vehicles shall be used for official function/activities only;

2.2 All vehicles assigned to the rank of Directors and lower are required to park their vehicles within the DENR Compound after every use;

2.3 Proper maintenance of assigned vehicles shall be the sole responsibility of the end-user who shall see to it that their assigned vehicles are always in good running condition;

#### **4. Distribution/Assignment/Control**

- 3.1 The Director for Administrative Service is hereby directed to distribute/redistribute available vehicles to the above authorized official/personnel;
- 3.2 For purposes of control, all allocated vehicles in excess of what is allowed by this Order shall be turned over to the General Services Division for safekeeping/repair and maintenance for re-distribution or dispatch;
- 3.3 All Heads of Office shall select which vehicle to retain and inform the General Services Division of their choice for the preparation of the corresponding Memorandum Receipt. Likewise, they shall see to it that all vehicles not authorized by this Order should be properly turned over to the GSD;
- 3.4 The GSD shall issue trip tickets to only vehicles known to be assigned to an authorized official/personnel.

#### **4. Gasoline/Repair**

- 4.1 All repair/gasoline and other maintenance cost of vehicles issued to the abovementioned official shall be charged against their respective office fund allotment.

This Order shall take effect immediately.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary