



Republic of the Philippines
Department of Environment and Natural Resources

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MAY 22 2003

MEMORANDUM ORDER

No. 2003 - 03

SUBJECT : GUIDELINES IN THE ISSUANCE OF FUEL FOR OFFICIAL VEHICLES OF THE DENR

In line with the policy on fiscal prudence and in response to the President's directive to generate 15% savings from the annual budget allocation of agencies, the hereunder guidelines shall be followed in the issuance of fuel for official vehicles of the Department:

1. All official vehicles shall be issued fuel on the following conditions:
 - a. The vehicle has been duly registered with the Land Transportation Office (LTO).
 - b. It has undergone test and passed the emission standards.
 - c. It is marked with the DENR logo and the "FOR OFFICIAL USE ONLY" sign, except those bearing security plates authorized by the LTO.
 - d. It bears proper documents such as Memorandum Receipt, Registration and Insurance, trip ticket and travel order, if applicable.
 - e. The driver of the vehicle possesses a valid driver's license and is authorized, by virtue of a special order, to drive a government vehicle.
2. Maximum monthly allocation of fuel per office, to be claimed through the issuance of fuel coupons, is hereby determined:

Undersecretaries	300 liters
Assistant Secretaries	240 liters
Service Directors	200 liters
Division Chiefs	200 liters
Central-based FAPs Project Directors	200 liters
Central-based FAPs Project Managers	200 liters
General Dispatch	200 liters
3. The General Services Division shall not issue fuel beyond the above allocation. Any withdrawal in excess of allocation shall be charged to the personal account of the official or office concerned.
4. Unutilized allocation cannot be carried over to the following months; neither can withdrawals be charged against future allocations.

This Order shall take effect immediately and hereby amends all previous orders inconsistent herewith.


ELISEA G. GOZUM
Secretary