



Department of  
Environment and  
Natural Resources

**MEMORANDUM CIRCULAR**

No. 2005 017

**NOV 14 2005**

**SUBJECT : REVISED GUIDELINES ON THE DISTRIBUTION OF VEHICLES**

In the interest of service and in line with the DENR Memorandum Circular No. 2005-015 "Prescribing Additional Energy Conservation Measures" and pursuant to the directives from the Office of the President under Administrative Order No. 126 (AO 126), Strengthening Measures to Address the Extraordinary Increase in World Oil Prices, Directing the Enhanced Implementation of the Government's Energy Conservation Program, and for Other Purposes, and in order to rationalize the use and/or distribution of vehicles in the Department consonant with the implementation of plans, programs and priority projects, the following guidelines are promulgated:

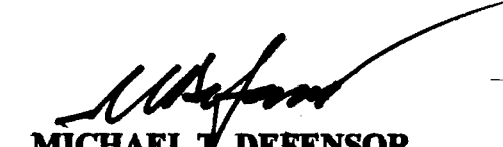
1. The assignment of vehicles to authorized DENR Officials or Offices is as follows:

<b>OFFICIAL/OFFICE</b>	<b>Number of Allowed Vehicle</b>
<b>DENR PROPER</b>	
Undersecretary	1
USEC Staff	1
Assistant Secretary	1
Head Executive Assistant	1
Director	1
Service Director	1
Assistant Director	1
<b>BUREAU</b>	
Bureau Director	1
Assistant Director	1
<b>REGIONAL/FIELD OFFICE</b>	1
Regional Executive Director	1
Office of the Regional Technical Director	1
PENR Office	1
CENR Office	1
<b>PROJECT</b>	
Project Director/Manager	1

2. All other vehicles not covered by the above assignment should be immediately turned over to the General Services/Administrative Division to augment the number of vehicles that are used for general dispatch. The turnover shall be completed within 3 days from the date of issuance of these guidelines.
3. The assignment of vehicle to an Official or Office shall be covered by an Acknowledgement Receipt of Equipment.

4. The use of government vehicles shall be exclusively and strictly for official business and shall be supported by properly accomplished and duly approved driver's trip tickets.
5. Vehicles, aircraft and watercraft shall be strictly used for official business. Trip tickets authorizing the use of government vehicle should be displayed on the windshield or in other conspicuous place on the vehicle.
6. The use of vehicles on Sundays, legal holidays and outside of the regular office hours or route of the authorized officials or employees, shall be used as prima facie evidence of violation of AO 126 in the administrative proceedings against the officials or employees responsible for such act.
7. Vehicles assigned to officials and those for general dispatch must always be parked in the DENR premises when not in use and during weekends.
8. The Motor Pool Section, GSD/General Services Section shall limit the use of vehicles to essential activities and shall review Travel Orders and schedules to minimize unnecessary trips.
9. Provision for fuel and parts, and payment for repairs and maintenance of any government vehicle shall be in accordance with government regulations.
10. The General Services/Administrative Division shall implement a Vehicle Maintenance Program to prevent breakdowns and reduce costs.
11. The Environmental Management Bureau NCR through the Anti-Smoke Belching Team in coordination with concerned law enforcement agencies shall strictly implement the anti smoke-belching law for all vehicles.

This Order takes effect immediately and supersedes DENR Memorandum Circular No. 2003-04.

  
**MICHAEL T. DEFENSOR**  
Secretary

