



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 11, 2026

DIVISION MEMORANDUM
No. 063, s. 2026

DIVISION POLICY ON THE PROPER USE OF SERVICE VEHICLES

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
OSDS Unit and Section Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elem. and Sec. School Heads
All Others Concerned
This Division

1. In order to establish proper use of government vehicles, this Office issues a policy in availing the service vehicles which shall be followed accordingly.

- a. All requests for the use of service vehicles shall be through the Administrative Officer V (Administrative Unit) and must be approved by the Schools Division Superintendent.
- b. The requestor shall accomplish a Request/Reservation to Use Service Vehicle at the Supply Office Section indicating the purpose, destination, date of travel, the passengers and the type of vehicle.
- c. **Only the Supply Section shall prepare the Vehicle Trip Ticket in three (3) copies to ensure proper control of the serial number. No approved vehicle trip ticket prohibits the use of the service vehicles.**
- d. The Driver shall take charge for the approval of the Vehicle Trip ticket.
- e. The Driver must provide one (1) copy to the Security Guard on duty upon departure from the Division Office.
- f. The service vehicle must be with full tank fuel in every travel. The Driver must refuel the vehicle to ensure full tank fuel after each travel



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SCHOOLS DIVISION OF BILIRAN

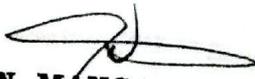
by using the duly signed Fuel Withdrawal Slip found at the bottom part of the vehicle trip ticket.

- g. After each travel, the Driver must fill up the Trip Details in the Vehicle Trip Ticket which include the departure/arrival details, distance travelled and fuel consumption.
- h. The Driver must provide a copy of the accomplished vehicle trip ticket supported with yellow copy of the charge invoice to the Supply Office Section upon arrival or within one day after the completed trip. No vehicle trip ticket shall be issued to Drivers for the succeeding trip if the previous vehicle trip ticket was not submitted to the Supply Office Section.
- i. The Supply Office Section shall prepare the Monthly Report of Official Travels (Appendix F) and the Monthly Report of Fuel Consumption (Appendix G) to be signed by proper authorities.
- j. **The Supply Office Section shall submit the Monthly Report of Official Travels (Appendix F) and the Monthly Report of Fuel Consumption (Appendix G) with attached accomplished vehicle trip tickets to the Division Accountant and Commission On Audit on or before the 10th day of the succeeding month.**

2. Based on the AOM No. 2026-02 dated January 29, 2026, it was recommended to strictly ensure that transportation expenses are not reimbursed to Officials or employees who have already availed of government vehicle transportation and, transportation allowances granted to Officials must be appropriately deducted for every instance of use of government vehicles, in accordance with existing rules and regulations.

3. This policy shall take effect immediately upon the release of this Memorandum.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent

Encl: Request/Reservation to Use Service Vehicle
Vehicle Trip Ticket
Monthly Report of Official Travels (Appendix F)
Monthly Report of Fuel Consumption (Appendix G)



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Republic of the Philippines
Department of Education
REGION VIII (Eastern Visayas)
SCHOOLS DIVISION OF BILIRAN
Larrazabal, Naval, Biliran

REQUEST/ RESERVATION TO USE SERVICE VEHICLE

DATE: _____

Name of Requestor/s:	
Purpose:	
Destination/s:	
Date of Travel:	
Vehicle to be used:	
Plate Number:	
Name of driver:	
Passengers (Name & Position):	

Requested by:

Noted:

NANETTE G. PLA
Administrative Officer V



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Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF BILIRAN

VTT Control No. _____

VEHICLE TRIP TICKET

Purpose and destination: _____

Date and Time of travel: _____

Name(s) of passenger(s): _____

Name of authorized driver: _____ Vehicle: _____ Plate No. _____

Special instruction to the driver: _____

Requested by: **NANETTE G. PLA**
Administrative Officer V

Approved by: **ROBERTO N. MANGALIMAN, PHD, CESO VI**
Schools Division Superintendent

TRIP DETAILS

Departure/Arrival details	Distance traveled	Fuel Consumption
Departure from Station Date: _____ Time: _____ Arrival at Station Date: _____ Time: _____	Kilometer reading: Start: _____ End: _____ Total distance traveled: Total: _____	Bal. on stock, beg. _____ Less: Fuel Used _____ Total: _____ Add: Refill _____ Bal on stock, end =====

CERTIFICATE OF TRIP COMPLETED

Certified by: _____

Passengers:
Name & Signature of Passenger _____

Name & Signature of Driver _____

Deped Biliran Fuel Withdrawal Slip

Date: _____

TO: **White Rose Gasoline Station- Fuel Service Provider (FSP)**

Please allow the bearer _____ to withdraw _____ liters of diesel charge to account.

ROY BASIL G. TRINIDAD
Supply Officer

NANETTE G. PLA / ROBERTO N. MANGALIMAN, PHD, CESO VI
Administrative Officer V / Schools Division Superintendent

Served By: _____

Name & Signature of FSP/ Date _____



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