

Republic of the Philippines
Department of Education

November 29, 2023

REGIONAL MEMORANDUM

No. **1266**, s. 2023

To: Schools Division Superintendents
SGOD Chiefs
Division Engineers
All Others Concerned

GUIDELINES ON THE USAGE OF REGIONAL AND DIVISION OFFICES DEPED PICK-UP VEHICLES

1. This is with reference to the attached Memorandum 2023-OUSIF-045 from **EPIMACO V. DENSING III**, Undersecretary, School Infrastructure and Facilities dated September 25, 2023, contents of which are self-explanatory for information and guidance of all concerned.
2. Further, as outlined in OUA Memorandum 03-1219-0514 titled "Guidelines on the Proper Use of Service Vehicles" under Section VI. Utilization explicitly specifies that "The pick-up vehicles shall be used for the validation, assessment, inspection, and monitoring of DepEd Infrastructure and other related projects. It can also be used to assess disaster-affected areas."
3. Furthermore, to ensure the efficient and responsible use of DepEd service vehicles for the effective execution of task related to the improvement of school infrastructure and facilities, attached is the specific set of Guidelines on the Usage of DepEd Pick-up Vehicles.
4. Any guidelines and policies related to the use of DepEd Pick-up Vehicles that are similar in nature shall take precedence.
5. For information, dissemination, and strict compliance.

JOCELYN DR. ANDAYA
Director IV

Encl.: As stated
Reference:
To be indicated in the Perpetual Index



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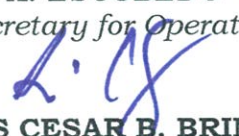
OFFICE OF THE UNDERSECRETARY FOR SCHOOL INFRASTRUCTURE AND FACILITIES


MEMORANDUM

2023-OUSIF- 045

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION ENGINEERS/ARCHITECTS
DRRM COORDINATORS
ALL OTHERS CONCERNED

THRU : 
REVSEE A. ESCOBEDO
Undersecretary for Operations


FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

FROM : 
EPIMACO V. DENING, III
Undersecretary

SUBJECT : GUIDELINES ON THE USAGE OF REGIONAL AND DIVISION OFFICES DEPED PICK-UP VEHICLES

DATE : September 25, 2023

The Office of the Undersecretary for School Infrastructure and Facilities (OUSIF), specifically the Education Facilities Division (EFD), has received multiple reports indicating that the official DepEd Pick-up Vehicles, assigned to Regional and Division Offices for Engineers and/or Architects are being utilized for purposes other than their intended use.

Considering the crucial importance of seamless mobility in the execution of our responsibilities, it is imperative to underscore the significant role played by DepEd service vehicles allocated to Regional and Division Engineers/Architects. These vehicles are essential in supporting their tasks related to the validation, monitoring, and various activities associated with the implementation of the School Building Program. This aligns with the MATATAG Agenda, particularly in the pursuit of its second component - **TA**ke steps to accelerate the delivery of basic education facilities and services. This agenda encompasses multifaceted commitments, to wit:

1. Build more resilient schools and classrooms;
2. Close the remaining gaps in school infrastructure with policies to eliminate corruption;
3. Establish fully functional library hubs; and
4. Provide schools with electricity.

Further, as outlined in **OUA MEMORANDUM 03-1219-0514** titled "**Guidelines on the Proper Use of Service Vehicles**" under Section VI. Utilization explicitly specifies that *"The pick-up vehicles shall be used for the validation, assessment, inspection, and monitoring of DepEd Infrastructure and other related projects. It can also be used to assess disaster-affected areas."*

Furthermore, to ensure the efficient and responsible use of DepEd service vehicles for the effective execution of tasks related to the improvement of school infrastructure and facilities, attached is the specific set of Guidelines on the Usage of DepEd Pick-up Vehicles.

Any guidelines and policies related to the use of DepEd Pick-up Vehicles that are similar in nature shall take precedence.

For information and strict compliance.

GUIDELINES ON THE USAGE OF DEPED PICK-UP VEHICLES

These guidelines are imperative to maximize the impact of DepEd service vehicles in advancing the improvement of school infrastructure and facilities while upholding the highest standards of accountability and responsibility.

1. Usage of DepEd Pick-up Vehicle

- a. DepEd service vehicles, particularly pick-up vehicles, shall be used for validation, assessment, inspection, and monitoring of DepEd Infrastructure and other related projects.
- b. They may also be used to assess disaster-affected areas as per *OUA Memorandum 03-1219-0514*. To reiterate, the DRRMS and DRRM coordinators at the regional and division levels are authorized to utilize any service vehicle during assessment, inspection, and/or monitoring of calamity/disaster affected areas, and shall be given priority in the usage of service vehicles during such times.
- c. All pick-up vehicle usage must align with the approved Monthly Work and Travel Plan (MWTP).
- d. In the event of unforeseen emergencies or urgent matters pertaining to school infrastructure and facilities that are not specified in the MWTP, priority shall be granted provided that the proper booking process has been adhered to.
- e. Thus, to optimize vehicle resources and enhance the verification process of on-ground engineering activities, joint field inspections by the Schools Division Superintendent (SDS), DRRM Coordinators, and Engineers/Architects are encouraged.

2. Booking of DepEd Pick-up Vehicle

- a. After the approval of MWTP, the user shall create a formal request for the vehicle booking including details such as the purpose of the trip, destination, date, time, and estimated duration of use.
- b. The same policy shall apply to emergency/urgent activities related to school infrastructure and facilities.
- c. The pick-up service vehicles shall be used only for official business with proper accomplished and approved serial numbered Driver's Trip Ticket.
- d. Trip Ticket shall be approved by ESSD/SGOD Chiefs and SDS/Regional Director or by the designated approving personnel.

3. Monthly Work and Travel Plan (MWTP)

- a. The Regional and Division Engineers/Architects shall develop a Monthly Work and Travel Plan (MWTP) in line with the School Building Program Calendar (OUSIF Memo dated June 2, 2023).
- b. The plan shall detail the implementation of both the Continuing and Current Year's Programs and Projects.
- c. The MWTP shall be submitted **two (2) weeks** before the upcoming month for approval by the respective Schools Division Superintendents (SDS),

with a copy furnished to the DepEd Central Office through the Education Facilities Division (EFD).

4. Monthly Accomplishment Report

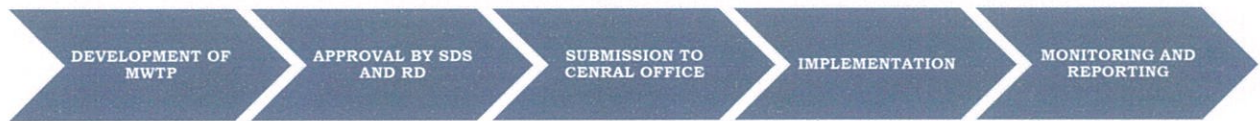
- a. The Division Engineers/Architects shall submit a Monthly Accomplishment Report **every 25th of the month** to the Regional Offices through the Regional Engineers/Architects.
- b. The Regional Offices shall then consolidate and forward these reports to the Central Office through the EFD **every 28th of the month** for evaluation.
- c. These reports will be consolidated by the Area Managers to create a comprehensive report submitted to the Office of the Undersecretary for School Infrastructure and Facilities for management review.

5. Accountability and Responsible Use

- a. Fuel expenses shall be funded from the monitoring funds or as specified in the Work and Financial Plan (WFP) of the office.
- b. All users of DepEd service vehicles must exercise due diligence in their operation. Responsibility for the utilization and maintenance of the vehicles lies with each user.
- c. Request for repair and maintenance of the service vehicles must be supported by the following documents:
 - i. Duly approved Authority to Repair and/or Job Order Request;
 - ii. Pre-Inspection Report signed by at least two (2) members of the Inspectorate Team;
 - iii. For repairs involving parts replacement, a Waste Material Report (WMR) shall be prepared, duly signed by one (1) of the members of Inspectorate team and certified correct by the Head of Supply Unit;
 - iv. After repair, a Post-Inspection Report shall be prepared to monitor and validate the repair made, duly signed by the Head of General Administrative Division/Administrative Division/Section.
- d. In the event of untoward incidents or accidents, the user shall assume responsibility for necessary repairs.

6. Process Flow

- a. This process flow ensures that the Monthly Work and Travel Plan (MWTP) is systematically developed, approved, and implemented to support the efficient execution of educational infrastructure projects.



- Regional and Division Engineers/Architects shall collaborate to create the MWTP considering the School Building Program Calendar, as specified in the OUSIF Memo dated June 2, 2023;
- The MWTP shall comprehensively detail the activities related to the implementation of both the Continuing and Current Year's Programs and Projects before submission to the SDO and ROs.
- The MWTP is sent to the respective Schools Division Superintendents (SDS) for approval; and
- The SDS reviews the plan and ensures that it aligns with the educational infrastructure objectives and program calendar.
- The completed MWTP shall be submitted two (2) weeks before the upcoming month to Central Office through the Education Facilities Division (EFD); and
- The CO Area Managers shall provide copies to the Office of the Undersecretary for School Infrastructure and Facilities.
- The Regional and Division Engineers/Architects shall proceed to implement the planned or emergency/urgent activities for the upcoming month given that formal request/s of booking the service vehicle is followed.
- Throughout the month, progress is monitored to ensure that the activities outlined in the MWTP are carried out as planned.
- At the end of the month, a Monthly Accomplishment Report is prepared, summarizing the progress and outcomes of the MWTP's implementation.
- The Monthly Accomplishment Report is submitted to the appropriate authorities, including the Regional Offices, Regional Engineers, and ultimately to the Central Office through the EFD.
- Feedback and recommendations are provided for adjustments to future MWTPs as necessary.

7. Regular Review and Updates

- a. These guidelines shall be subject to regular review and updates as necessary to ensure alignment with DepEd's goals and initiatives.