



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

**OFFICE ORDER**

OO-OSDS-2023- 04

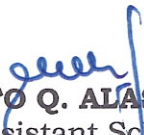
**GUIDELINES ON THE USAGE OF REGIONAL AND DIVISION OFFICES DEPED PICK-UP  
VEHICLES**

To: All Division Office Personnel

1. For the information and guidance of all concerned, attached is the Regional Memorandum No. 894, s. 2023 dated November 22, 2023 and Memorandum 2023-OUSIF-045 jointly signed by Undersecretary for Operations, Usec. Revsee A. Escobedo, Assistant Secretary for Operations, Asec. Francis Cesar B. Bringas and Undersecretary for School Infrastructure and Facilities, Usec. Epimaco V. Densing III dated September 25, 2023, on the Guidelines on the Usage of Regional and Division Offices DepEd Pick-up Vehicles.
2. Any guidelines and policies related to the use of DepEd Pick-up Vehicles that are similar in nature shall take precedence.
3. Immediate dissemination of said Memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

  
**ERNESTO Q. ALAS-AS JR. CESE**  
OIC-Assistant Schools Division  
Superintendent

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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DEPED TAGBILARAN CITY DIVISION  
SDS OFFICE  
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BY W DATE: 11/23/2023

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Office of the Regional Director

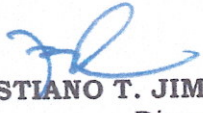
**REGIONAL MEMORANDUM**

No. **894**s 2023

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

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chief, Education Support Services Division  
Division Engineers/DepEd Project Engineers (DPEs)  
DRRM Coordinators  
All Others Concerned

1. For information and guidance of all concerned, attached is the Memorandum 2023-OUSIF-045 jointly signed by Undersecretary for Operations, **Usec. Revsee A. Escobedo**, Assistant Secretary for Operations, **Asec. Francis Cesar B. Bringas**, and Undersecretary for School Infrastructure and Facilities, **Usec. Epimaco V. Densing III**, dated September 25, 2023, on the Guidelines on the Usage of Regional and Division Offices DEPED Pick-up Vehicles.
2. Any guidelines and policies related to the use of DepEd Pick-up Vehicles that are similar in nature shall take precedence.
3. For more details, refer to the attached specific set of Guidelines on the Usage of DepEd Pick-up Vehicles.
4. Immediate dissemination and strict compliance with this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

ST.I/CAE/ESSD/TTP/ngc



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 DepEd Tayo Region VII

 [region7.deped.gov.ph](http://region7.deped.gov.ph)





Republic of the Philippines

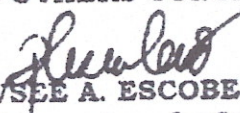
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR SCHOOL INFRASTRUCTURE AND FACILITIES**

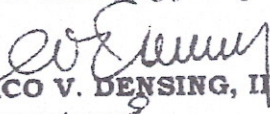
**MEMORANDUM**

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. DENSING, III**  
Undersecretary

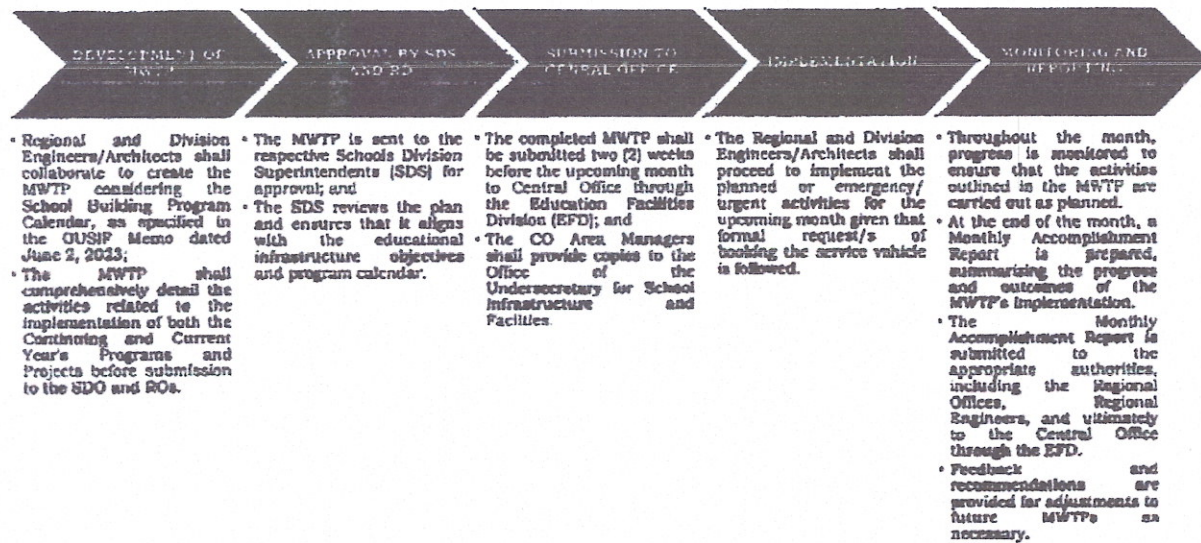
**SUBJECT :** GUIDELINES ON THE USAGE OF REGIONAL AND DIVISION  
OFFICES DEPED PICK-UP VEHICLES

**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 - *Take 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.



## 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.



**4. Monthly Accomplishment Report**

- a. The Division Engineers/Architects shall submit a Monthly Accomplishment Report *every 25<sup>th</sup> 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 28<sup>th</sup> 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**

Based on OUA Memorandum 03-1219-0514, the same provisions shall be applied:

- 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/borrower 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.



## 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 Tickets shall be approved by the conce

### 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) as recommended by the ESSD/SGOD Chief, with a copy furnished to the DepEd Central Office through the Education Facilities Division (EFD).



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.