



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
OSDS-2026 111

June 24, 2026

To: **JERICO L. YARTE**
BERNADITO T. TAGUISA
RODRIGO AMANCIO (Driver)
All Division Office Personnel

**STEP-BY-STEP TRIP TICKET ISSUANCE PROCESS AND POST-TRIP
RESPONSIBILITIES IN THE DIVISION OFFICE**

1. Pursuant to COA Circular No. 75-6 (Regulating the Use of Government Motor Vehicles) and consistent with Division Policy on the Use and Maintenance of Office Vehicles. These guidelines mandate that government vehicles be used strictly for official purposes, supported by duly accomplished and approved Trip Tickets.

2. All division personnel users are to follow the step-by-step Trip Ticket issuance process below:

A. Pre-departure Responsibilities

- **Request and Form Retrieval**
The requesting official, driver, or authorized passenger requests a blank Trip Ticket Form from the Supply and Property Unit at least one (1) day before the Trip. The requester fills out the form with the driver's name, vehicle plate number, authorized passengers, destination, and purpose of travel. The Supply and Property Unit assigns and records the official Trip Ticket Number on the form.
- **Verification**
The Supply and Property Unit reviews the filled-out form. The unit verifies the schedule, validity, necessity, and official nature of the requested trip.
- **Approval**
The verified trip ticket is forwarded to the Schools Division Superintendent (SDS) or the designated authorized approving official. The SDS or official signs the Trip Ticket to grant final authorization.
- **Issuance**
The Supply and Property Unit issues the fully signed and approved trip ticket back to the requester or driver. The driver must carry this ticket inside the vehicle for the entire duration of the trip.

B. Post-Trip Responsibilities:

- **Log Arrival Details**

The driver must record the exact time of arrival and the final odometer reading upon returning.

- **Track Fuel Consumption**

The driver must document the total fuel purchased and consumed during the travel.

- **Secure Passenger Certification**

The authorized passengers must sign the trip ticket to certify that the travel was strictly for the stated official purpose.

- **Return and Liquidate**

The driver must surrender the completed trip ticket and fuel receipts to the Supply and Property Unit for recording purposes and to the Procurement Unit for proper monthly liquidation.

C. Key Policies & Restrictions

- **Strictly Official Use**

Vehicles must be used solely for official school or division office business; personal use for family errands, shopping, or leisure is strictly prohibited.

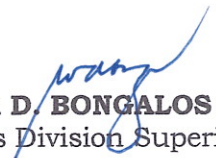
- **Weekend and Holiday Ban**

Government vehicles cannot be used on weekends, holidays, or outside official hours unless a specific exemption is explicitly approved in writing by the SDS.

- **Visible Display**

The approved trip ticket must be easily accessible within the vehicle to present to Commission on Audit or traffic authorities if inspected.

3. For information, guidance, and strict compliance.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent