

**DENR Memorandum Order  
No. 99-05  
February 23, 1999**

**SUBJECT : Guidelines In The Issuance Of  
Fuel Allocation To All Officials In  
The DENR**

In the interest of the service and in order to effect cost-saving measures in fuel consumption and further improve the delivery of transportation needs of the officials and employees in the Department Proper, the following guidelines are hereby prescribed for implementation and observance of all concerned:

The General Services Division (GSD) shall be responsible in the monthly issuance of fuel allocation and assign control numbers, as follows:

<b>CONTROL NO.</b>	<b>TITLE OF OFFICIAL</b>	<b>MONTHLY ALLOCATION</b>
001	Undersecretaries	300 liters per month
002	Assistant Secretaries	240 liters per month
003	Service Directors	200 liters per month
004	Division Chiefs	200 liters per month
005	Central-based FAPs Project Directors	200 liters per month
006	Central-based APs Project Managers	200 liters per month
007	General Dispatch	200 liters per month

- i) All officials with permanently assigned vehicles shall be allocated number of liters of fuel per month as indicated opposite their names. No additional request for gasoline will be issued by GSD, unless made in writing and duly approved by the Assistant Secretary for Management Services;

- ii) Request for additional allocation of gasoline for provincial trips shall be subject for approval by the Assistant Secretary for Management Services and supported with a duly approved Travel Order;
- iii) Provisions of fuel, parts, repairs and maintenance of any government vehicle shall not be allowed if not permanently marked "***For Official Use Only***" (3 inches), on each side, with the name or logo of the agency or if not supported by properly accomplished and approved serially numbered Driver's Trip Tickets (Provisions of Section 15 ©, R. A. No. 8522). When there is no sufficient space on each side, the mark should appear at the back and on the front just below the windshield on the motor vehicle (COA Circular No. 77-61 dated September 26, 1977);
- iv) The GSD shall issue fuel coupons with denominations of 10, 12, and 15 liters for each month to the end-users and shall vary in color for control purposes, as follows:

January	May	September	Orange
February	June	October	Red
March	July	November	Yellow
April	August	December	Green

- v) Issuance of gas coupon for General Dispatch vehicles shall be on a per trip basis as follows:

a) Within Metro Manila	15 liters per day
b) Provincial Trips	Depends on the distance of the points of destination and to be supported by an approved Travel Order

- v) Withdrawal of fuel shall be made only from contracted gasoline stations by the DENR;

- vi) GSD in coordination with the Accounting Division shall ensure that only serviceable vehicles entered in the Inventory Reports with assigned Property Numbers and taken up in the Book of Accounts shall be authorized in the issuance of fuel;
- vii) At the end of the month, used and unused coupons shall be surrendered to the GSD immediately. Coupons not used during the month shall be forfeited and non-submission of coupons shall automatically disqualify the end-user for issuance of another set for the succeeding month;
- viii) To prevent/avoid indiscriminate assignment of vehicles, only officials appointed or designated Division Chief and above shall be authorized to sign Memorandum Receipt for the said vehicles. **UPON ASSIGNMENT OF THE VEHICLE, THE TRANSPORTATION ALLOWANCE OF SAID OFFICIAL SHALL BE AUTOMATICALLY FORFEITED;**
- ix) All other vehicles not permanently assigned to any official shall be pooled at the General Services Division as general dispatch vehicles;
- x) All requests with the GSD shall be made on a "**FIRST COME FIRST SERVE BASIS**". However, emergency requests shall be given priority;
- xi) The GSD shall prepare a **SUMMARY OF MONTHLY GASOLINE CONSUMPTION REPORT** and copy furnished the Management Division for monitoring and reporting purposes;
- xii) The attached Fuel Allocation for Motor Vehicle and Gas Coupon Forms shall form an integral part of this Order.

This Order shall take effect immediately and supersedes all other Orders/memoranda inconsistent herewith.

**(Sgd.) ANTONIO H. CERILLES**  
Secretary