



FEB 18 2003

MEMORANDUM CIRCULAR

No. 2003- 04

SUBJECT : GUIDELINES ON THE DISTRIBUTION OF VEHICLES

In the interest of service and in order to rationalize the use and/or distribution of vehicles in the Department consonant with the implementation of plans, programs and priority projects, the following guidelines are promulgated:

1. The assignment of vehicles to authorized DENR Officials or Offices is as follows:

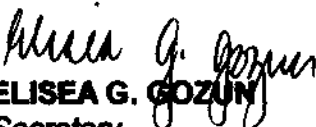
OFFICIAL/OFFICE	Number of Allowed Vehicle
DENR PROPER	
Undersecretary	1
USEC Staff	1
Assistant Secretary	1
Head Executive Assistant	1
Director	1
Service Director	1
Assistant Director	1
BUREAU	
Bureau Director	1
Assistant Director	1
REGIONAL/FIELD OFFICE	
Regional Executive Director	1
Office of the Regional Technical Director	1
PENR Office	1
CENR Office	1
PROJECT	
Project Director/Manager	1

2. All other vehicles not covered by the above assignment should be immediately turned over to the General Services/Administrative Division to augment the number of vehicles that are used for general dispatch. The turnover shall be completed within 3 days from the date of issuance of these guidelines.

Let's Go Green

3. The assignment of vehicle to an Official or Office shall be covered by a Memorandum Receipt.
4. The use of government vehicles shall be exclusively and strictly for official business and shall be supported by properly accomplished and duly approved driver's trip tickets.
5. Provision for fuel and parts, and payment for repairs and maintenance of any government vehicle shall be in accordance with government regulations.
6. The General Services/Administrative Division shall implement a Vehicle Maintenance Program to prevent breakdowns and reduce costs.
7. All vehicles should undergo smoke emission testing every quarter. Tests shall be conducted every last Friday of each month at the Department Proper to be coordinated by the Anti-Smoke Belching Team and General Services Division, in support of the DENR EMS Greening Program.

This Order takes effect immediately and supersedes all Orders inconsistent herewith.


ELISEA G. GOZUN
Secretary