



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 16, 2025

MEMORANDUM

No. 021, s. 2025

Guidelines on the Prioritization and Use of Division Service Vehicles

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
OSDS Section Heads
All Others Concerned

1. In the interest of ensuring the effective and efficient use of the Division's available service vehicles, the following guidelines are hereby issued regarding their prioritization and utilization:

Service Pick-Up Vehicle

- The pick-up vehicle shall be prioritized for official use by the Schools Governance and Operations Division (SGOD).
- SGOD personnel are encouraged to coordinate with the Chief of SGOD for scheduling and vehicle availability.

Service Van

- The van shall be prioritized for the use of the Curriculum Implementation Division (CID) and the Office of the Schools Division Superintendent (OSDS) personnel.
- All requests for the use of the van must be properly documented and approved in accordance with existing policies on official travel.

General Provisions

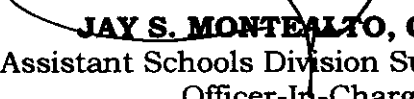
- All requests for vehicle use shall be subject to availability, trip urgency, and official necessity.
- Proper trip tickets must be secured and approved prior to dispatch. Coordination with the Division Administrative Officer and the assigned drivers is required for all vehicle movements.
- Compliance with the Procedure on the Use of Division Office Service Vehicle (Division Memorandum No. 215, s. 2020) is mandatory.





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2. This memorandum shall take effect immediately and remain in force until further notice.
3. For your guidance and strict compliance.


JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

