



OFFICE OF THE PRESIDENT

POLICY AND GUIDELINES ON THE USE OF UNIVERSITY MOTOR VEHICLE (As approved during the Regular Monthly Meeting of the Administrative Council on June 18, 2019)

I. BACKGROUND/RATIONALE

It is the policy of the state to ensure the judicious and prudent use of government resources in the implementation and delivery of services to the general vehicles.

For Tarlac Agricultural University, a state run academic institution with core mandates of implementing programs in instruction, research, extension and production, the services of motor vehicles for timely mobility of resource and service personnel within the campus, and outside the campus is a necessity. However, their efficient utilization for official purposes and authorized travels must be ensured.

II. LEGAL BASIS

The following national policies and issuances are the legal basis on TAU's Policy on the Use of Motor Vehicle:

1. Executive Order Nos. 31 and 418
2. COA Circulars Nos. 75-6, 77-61, 85-55 and 84-238
3. Presidential Decree No. 733
4. Administrative Order 239
5. Executive Order No. 77 s. 2019

III. BASIC POLICY AND GENERAL PROVISIONS

Government motor vehicles should be used strictly and exclusively for official business. In other words, the use thereof for private social functions such as receptions, balls, theatres, and for other personal purposes is absolutely prohibited. The use of government transportation by the spouses, children, relatives, friends, etc of the officials entitled thereto is included in the prohibition even if they are in the company of said officials (COA Circular No. 75-6). Said provision is also reiterated in the Administrative Order 239 (section 1) that all government agencies and offices are prohibited from using government vehicles for purposes other than official business, and that its used must be well documented indicating that said utilization is truly intended for official purposes.

A. Personnel who may use the services of the University motor vehicle

The following entities of TAU may be allowed to use official service vehicle maintained by the University:

1. All faculty
2. All non academic personnel
3. Bonafide students
4. Other University officials





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B. Official functions by which one can request the services of the University motor vehicle

The University vehicles shall be used exclusively and strictly for official business such as the following:

1. Attendance in meetings, trainings, seminars, conferences, and for a which is authorized by the University President or his authorized representative.
2. provision of extension and technical services, and conduct of research activities subject to the following conditions:
 - 2.1 the community (destination) as recipient of service is considered as far flung (from the University), and that regular local transport is not readily available;
 - 2.2 while the community is not considered far-flung from the University, heavy volume of materials for technical services must be transported;
3. procurement of supplies and materials for the University, provided that these supplies cannot be transported using regular public transportation;
4. transport of officials and personnel who shall be joining sports and socio-cultural activities which are authorized by the University President or his authorized representative;
5. transport of students who shall be attending trainings and seminars, and competitions provided that they be accompanied by an official or personnel of the University, and that pertinent provisions of CMO no. 63 s. 2017 is fully complies with;
6. delivery of voluminous, urgent or confidential communications and documents.

C. Filing of Request for the Use of University Motor Vehicle and Approval

1. Accomplish Vehicle Request Form for approval by the Vice President for Finance and Administration, and filed at least three (3) days before the schedule of travel, with the following supporting documents:
 - 1.1 approved travel order of all the passengers of the requested vehicle, with complete supporting documents.
 - 1.2 Notarized waiver of parent/s when travelling with students as passenger
 - 1.3 Certification from the University Medical Officer that at least two (2) of the accompanying officials or personnel are





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trained on administering first aid when transporting group of students (CMO no. 63 s. 2017)

2. **Any request filed which is not within the prescribed period (item C, 1) shall be outrightly disapproved, unless for the following reasons:**
 - 2.1 the delivery of the materials/communications/documents is urgent and extremely necessary, certified by the University President or his authorized representative.
 - 2.2 The invitation to attend an event is sent by the sponsoring entity a day before the event but the attendance is extremely necessary as certified by the University President or his authorized representative.
3. Any decision on the request must be communicated by the approving official or his/her authorized representative to the requesting party at least a day prior to the scheduled travel using all available means of communication to ensure that the requesting party is informed of any decision regarding his/her request (text message, messenger, office telephone, mobile call, copy of the Request for Vehicle Form with notation of the decision).
4. The Approving Official shall judiciously evaluate the nature of the request in approving or disapproving the request, and is recommended to use the following parameters:
 - 4.1 the purpose of the travel using University vehicle is very much beneficial to the University's programs and projects;
 - 4.2 maximization of the use of University motor vehicle based on the number of passengers. **Carpooling is highly encouraged.**
 - 4.3 Prudent use of finances such as payment of toll fees, gasoline, maintenance, and other related miscellaneous expense; and
 - 4.4 Efficiency in the performance of functions of officials and employees in the University.
5. Due to the limited number of motor vehicles, "first come, first serve basis" shall be observed when all travel are considered equally important.

IV. OTHER MISCELLANEOUS PROVISIONS

- A. **Official Passengers.** Only authorized official or employees duly supported by an approved travel order, and that his/her name appears in the trip ticket shall be allowed to ride in the University vehicle.
- B. **Payment of Toll Fees, and other Miscellaneous Expenses**

The Motorpool Services shall be allowed a petty cash fund to defray cost of toll fees, parking fees, additional fuel (when necessary), and





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urgent repairs (in case of vehicle breakdown while transporting officials and employees). The use of RFID is for future consideration.

1. The driver shall request petty cash from the Petty Cash Custodian (Cashier).
2. The utilization of the petty cash shall be subject to government accounting and auditing procedures.

C. **For Externally Funded Projects.** All expenses on the use of University vehicle (including maintenance) related to the implementation of the project shall be charged to its fund.

D. **Preventive Maintenance Service.** The Motorpool Services shall ensure that a strategy for preventive maintenance on all vehicle of the university is implemented.

V. EFFECTIVITY

This policy shall take effect upon the approval of the Administrative Council.

VI. FORMS

1. Travel Order
2. Request for Motor Vehicle
3. Trip Ticket
4. Format of Certification

APPROVED:

MAX P. GUILLERMO, Ph. D.

University President

