



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

July 4, 2024

DIVISION ORDER

No. 006 S. 2024

INSTITUTIONALIZATION OF DRIVER'S MANUAL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
All Others Concerned

1. Division Memorandum No. 43 S. 2023 provide for the guidelines on the use of motor vehicles for the transport of Personnel, Equipment, Supplies, Products and Materials in the Schools Division Office of Vigan City, this office shall institutionalize the use of a driver's manual.
2. The purpose of the driver's manual is to provide a guide to all drivers (primary and alternate) on the protocols before, during and after every official travel.
3. Attached as Annex A to this memorandum is the driver's manual to be used.
4. For information and guidance

VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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ANNEX A

DRIVER'S MANUAL

Purpose of the Manual

This manual ensures safe and efficient use of government vehicles of SDO Vigan City. It outlines standards and procedures to perform while using the vehicles.

Responsibilities of Government Vehicle Drivers

For Primary drivers:

1. Perform an inspection of the following on a daily basis using the checklist provided in this manual (Annex B) and to be submitted to the General Service Officer before 9:00am:
 - B- battery
 - L- lights
 - O- oil
 - W- water
 - B- break
 - A- air
 - G- gas
 - E- engine
 - T- tires
 - S- self
2. Performs cleaning and maintenance (inside and outside) of the office vehicles every Tuesday and Thursday of the week or as the need arises.
3. Make sure that the office vehicles do not suffer any damages while they are being used.
4. Submit to the General Service Officer a certification declaring that the office vehicle is free of any personal belongings of the passengers (Annex C).

For alternate drivers:

1. Alternate drivers are only allowed to drive the office vehicles when all primary drivers are not available and that a duly accomplished Alternate Driver Requisition Form (Annex D) is submitted.
2. Make sure that the office vehicles do not suffer any damages while they are being used.



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3. Submit to the General Service Officer a certification declaring that the office vehicle is free of any personal belongings of the passengers (Annex C).

List of identified drivers

Primary drivers:

1. **NESTOR R. PASCUA**- to serve as driver for Schools Division Superintendent and other passengers approved by the head of office.
2. **HERMAN ARRUEJO**- to serve as driver for the Office of the Schools Division Superintendent and other passengers approved by the head of office.

Alternate drivers:

	NAME	DESIGNATED OFFICE
1	WINSTON PILA	OSDS
2	LLOYD ANCHETA	OSDS
3	DENNIS SUERO	OSDS
4	JONAS CU	OSDS
5	ALDRICH QUIOCHO	CID
6	TED CLIEXZLE AURELLADO	SGOD
7	MAC LUBERT RAPACON	SGOD

Alternate drivers are allowed to drive passengers aside from their designated offices subject to the approval of the Schools Division Superintendent.



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ANNEX B



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OFFICE VEHICLE INSPECTION CHECKLIST

Date: _____

Vehicle: _____

Put (/) if functional and (x) if not:

☐ Battery

☐ Water

☐ Gas

☐ Lights

☐ Break

☐ Engine

☐ Oil

☐ Air

☐ Tire

Other observations:

Prepared by: _____

Signature over printed name



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ANNEX C



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CERTIFICATION

This is to certify that the office vehicle _____ used requested by
(office/functional division) on (date) is free from any personal belongings of the passengers.

Checked by:

Signature over printed name of driver

General Services Officer

Approved by:

Administrative Officer V



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ANNEX D



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ALTERNATE DRIVER REQUISITION FORM

Date: _____

Name of Alternate Driver: _____

Office of requestor: _____

Unavailable Primary Drivers due to:

NESTOR PASCUA: _____

HERMAN ARRUEJO: _____

Approved by:

Signature over printed name of requestor

ATTY. KIM R. TAGORDA
Admin Officer V. (Admin. Services)



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