



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 21 2022

MEMORANDUM

REQUEST FOR THE USE OF SERVICE VEHICLE FOR
SEMINARS AND MEETINGS

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. For efficiency and with the high expense relative to gas and toll fee, please be informed that in requesting the service vehicle minimum of 3 passengers of similar destination is allowed unless the travel is of extreme urgency and importance in which less than 3 can be allowed.
2. Availability of vehicle and driver must be confirmed by the Administrative/SDS Office before the preparation of trip ticket by the requesting office.
3. Travel on official business can be subject to reimbursement subject to the usual auditing and accounting procedure.
4. For information and guidance.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

VEHICLE

MMP/NAV/DM – REQUEST FOR THE USE OF SERVICE VEHICLE FOR SEMINARS AND MEETINGS

211/JUNE 16, 2022



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