



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools  
Division Superintendent

MAR 09 2026

**MEMORANDUM**

**PROHIBITION ON THE USE OF GOVERNMENT VEHICLES DURING SATURDAYS,  
SUNDAYS, AND HOLIDAYS, EXCEPT FOR OFFICIAL FUNCTION/DUTIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is Memorandum from Hon. Rozzano Rufino B. Biazon, City Mayor, Office of the Mayor/Office of the Administrator, dated March 2, 2026, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

  
**WIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
Reference: None  
To be indicated in the **Perpetual Index**  
Under the following subjects:

MB/NAV/DM – PROHIBITION ON THE USE OF GOVERNMENT VEHICLES DURING SATURDAYS, SUNDAYS, AND HOLIDAYS, EXCEPT FOR OFFICIAL FUNCTION/DUTIES

118 / March 6, 2026

UN-2026-118



Republika ng Pilipinas  
**PAMAHALAANG LUNGSOD NG MUNTINLUPA**  
**KALAKHANG MAYNILA**  
**Tanggapan ng Punonglungsod**

**Memo**

**To :** All Barangay Governments in the City of Muntinlupa;  
All Departments and Offices of the City Government

**From :** The City Mayor

**Date :** 02 March 2026

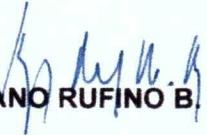
**Subject :** Prohibition on the Use of Government Vehicles During Saturdays,  
Sundays, and Holidays, Except for Official Function / Duties

\*\*\*\*\*  
Following the issuance of Memorandum Circular (MC) No. 2026-011 by the Department of the Interior and Local Government (DILG), signed by Juanito Victor C. Remulla, Secretary, and dated 06 February 2026, all concerned shall strictly follow the following, namely:

- (a) "The use of government-owned motor vehicles by officials and employees is strictly prohibited during Saturdays, Sundays, and holidays, except when such use is directly connected with the performance of official functions or duties;
- (b) All Heads of Agencies, Offices, Bureaus and Services are hereby directed to cause the widest dissemination of this Memorandum Circular to concerned personnel within their respective areas of jurisdiction."

For reference, a copy of the aforementioned MC is attached hereto.

For the strict compliance of all concerned.

  
**ROZZANO RUFINO B. BIAZON**

cf : **Engr. Allan A. Cachuela, City Administrator;**  
**Amelia Rose U. Casiguran, General Services Office;**  
**Mary Anne. B. Planas, CESO V, DILG Muntinlupa**

DATE: 3/2/26  
TIME: 2:00 PM  
RECEIVED  
CENTRAL RECORDS OFFICE





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City  
 www.dilg.gov.ph

**MEMORANDUM CIRCULAR**  
**NO. 2026-011**

**TO :** ALL PROVINCIAL, CITY, MUNICIPAL, BARANGAY ELECTED AND APPOINTED OFFICIALS; DILG CENTRAL OFFICE, REGIONAL AND FIELD OFFICE PERSONNEL; AND OFFICIALS AND EMPLOYEES OF DILG ATTACHED AGENCIES

**SUBJECT :** PROHIBITION ON THE USE OF GOVERNMENT VEHICLES DURING SATURDAYS, SUNDAYS, AND HOLIDAYS EXCEPT FOR OFFICIAL FUNCTIONS/DUTIES

**DATE** FEB 06 2026

**1. BACKGROUND**

Government motor vehicles are provided exclusively for the efficient and effective delivery of public service. Their use is subject to strict regulation to ensure economy, efficiency, transparency, and accountability in the utilization of government resources.

Recent reports have underscored the need to further strengthen compliance with existing rules on the use of government vehicles, particularly during non-working days such as Saturdays, Sundays, and holidays. Unauthorized or non-official use of government vehicles during these periods results in unnecessary expenditure of public funds and undermines public trust in government institutions.

In view of the foregoing, and in order to reinforce discipline and uniformity in the implementation of existing policies on the use of government motor vehicles within the Local Government Units, DILG and its attached agencies, this Memorandum Circular is hereby issued.

**2. LEGAL BASES**

- 2.1. 1987 Constitution** – Article XI, Sec. 1 states that public office is a public trust. Public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility

integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives

- 2.2. **Republic Act No. 6713** – Sec. 2 declares that it is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.
- 2.3. **Republic Act No. 6713** – Sec. 4(c) directs public officials and employees to refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest
- 2.4. **Executive Order (EO) No. 292, otherwise known as the Administrative Code of 1987** – Section 75 provides that motor vehicles shall be used strictly for official business, bear government plates only, and after office hours kept in garage provided therefor by the office or agency to which they belong, except, when in use for official business outside office hours.
- 2.5. **Commission on Audit (COA) Circular No. 75-6** – Sec. 20 prohibits the use of government vehicles for private social functions such as receptions, balls, theatres, and for other personal purposes as well as for the transportation by the spouses, children, relatives, friends, etc. of the officials entitled.
- 2.6. **Administrative Order No. 239 dated September 15, 2008** – Sec. 2 bans the use of government vehicles for private social functions such as receptions, balls, theatres, and for other personal purposes. It also prohibits the use thereof by the spouses, children, relatives, friends, and the like of the officials entitled thereto, even if they are in the company of said officials.

### 3. OBJECTIVES

This Memorandum Circular is issued to ensure the proper, economical, and judicious use of government motor vehicles; prevent the unauthorized and non-official use of government vehicles during Saturdays, Sundays, and holidays; and strengthen compliance with existing laws, rules, and regulations governing the use of government motor vehicles.

### 4. COVERAGE

This policy shall cover

- 4.1. All provincial, city, municipal, barangay elected and appointed officials
- 4.2. DILG Central Office, Regional and Field Office personnel, and
- 4.3. Officials and employees of DILG attached agencies namely: Philippine National Police, Bureau of Fire Protection, Bureau of Jail and Management Penology; National Youth Commission; Philippine Commission on Women; National Commission on Muslim Filipinos; Philippine Public Safety College; Local Government Academy; Early

Childhood Care and Development Council; and the National Police Commission and all other agencies or offices that may hereinafter be attached to the Department.

**5. POLICY GUIDELINES AND DIRECTIVES**

- 5.1. The use of government-owned motor vehicles by all covered officials and employees is strictly prohibited during Saturdays, Sundays, and holidays, except when such use is directly connected with the performance of official functions or duties.
- 5.2. All Heads of Agencies, Offices, Bureaus and Services are hereby directed to cause the widest dissemination of this Memorandum Circular to concerned personnel within their respective areas of jurisdiction.

**6. PENAL PROVISIONS**

Any person found violating this Memorandum Circular shall be held administratively and/or criminally liable in accordance with pertinent laws, rules and regulations.

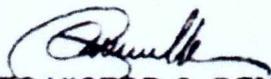
**7. EFFECTIVITY**

This Memorandum Circular shall take effect immediately.

**8. FEEDBACK**

For related queries, kindly contact the Legal and Legislative Liaison Service through Tel Nos (02) 8876-3454 loc. 5401 or through electronic mail address: [rtbascuna@dilg.gov.ph](mailto:rtbascuna@dilg.gov.ph).

**9. APPROVING AUTHORITY**

  
**JUANITO VICTOR C. REMULLA**  
Secretary

