



## MEMORANDUM

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : GUIDELINES ON THE USE OF BAFS OFFICE VEHICLES

DATE : NOVEMBER 25, 2020

In the interest of service and in order to facilitate and carry out BAFS scheduled activities, all BAFS employees are hereby directed to observe the following vehicle assignments:

DIVISION	ASSIGNED OFFICIAL	TYPE OF VEHICLE	PLATE NO.	PROPERTY ACKNOWLEDGE MENT RECEIPT NO.	ASSIGNED DRIVER
Office of the Director	Dir. Myer G. Mula, Ph.D.	Hyundai Starex	MS 2736 (conduct on sticker)	18-322	Samuel Z. Geililio
Standards Development Division (SDD)	Farlash D. Pancho (OIC-Chief, SDD)	Toyota Innova	SJT-298	17-306	Ronald Badillo
Technical Services Division (TSD)	Mary Grace R. Mandigma (Chief, TSD)	Isuzu IVAN	SLD-726	16-924	Larry Yumang
Organic Agriculture Division (OAD)	Mark F. Matubang (OIC-Chief, OAD)	Isuzu Crosswind	SKA-387	11-588	Roniel V. Bayanay
Laboratory Services Division	Edna Lynn C. Floresca	Isuzu Crosswind	SHR-990	ARE No. 16-153	Rachel C. Franco
					Back-up driver Genesis F. Franco

### Responsibility of Accountable Officers:

1. The Division Chief shall be responsible for those assigned vehicle to her/his vehicle.
2. Division Chief shall be responsible for the payment for the renewal of annual Motor Vehicle Registration assigned to him/her subject for reimbursement.



3. In cases wherein emergency repair is necessary, Division Chiefs' shall shoulder the expenses incurred subject for reimbursement, provided that necessary procurement documents are complete.
4. Rotation of the driver's vehicle is **NOT** allowed.
5. Officials going to and from official travel abroad are allowed to be ferried including Saturdays, Sundays or Holidays.

**Passengers:**

1. At least two (2) staff or TWG member/s going to the airport and vice-versa may be transported;
2. Staff serving as Resource Speaker/Lecturer;
3. Going errands which are Officials in nature;
4. The passengers for every trip made should fill out drivers Survey Feedback Form.
5. The requesting party shall reserve the vehicle for dispatch through the BAFS Online Reservation System and submit all necessary documents, if applicable.
6. Where relevant changes are applicable like cancellation, change of time, change of venue, etc., the requesting party shall edit his/her reservation in the BAFS Online Reservation System and inform the driver.

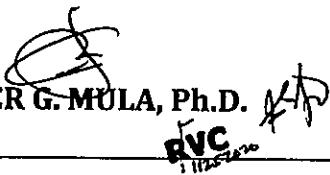
**Drivers Policies:**

1. Ang lisensya para magmaneho (driver's license) ay kailangang lagging updated at hindi paso.
2. Sa tuwing magbibiyahe ang opisyal na sasakyan, tiyakin na merong aprobado at pinakabagong TRIP TICKET
3. Para masiguradong updated ang lisensya, ang mga driver ay kailangang magbigay ng photocopy ng kanilang driver's license tuwing katapusan ng taon.
4. Mahigpit na ipinagbabawal ang makipagpalitan ng schedule ng pagmamaneho ng walang pahintulot mula sa Dispatch Officer dalawang araw bago ang nakaschedule na byahe. Ang biglaang pagbibigay ng byahe sa ibang driver (internal arrangement) ay mahigpit na ipinagbabawal.
5. Ang nakatalagang sasakyan at driver lamang sa bawat division ang kanilang gagamitin maliban lamang kung ito ay nakabyaheng opisyal.
6. Ang paggamit ng ibang sasakyan ay nangangailangan ng pahintulot ng opisyal kung saan nakatalaga.
7. Ipinagbabawal ang pagbyahe ng Sabado at Linggo maliban kung ito ay may pahintulot ng Director at opisyal.
8. Ang Passenger Feedback Form ay kailangang maibigay sa dispatch officer upang mapahintulutang mag-claim ng TEV ang isang driver.
9. Panatilihin malinis at mag-**DISINFECT** ng sasakyan araw-araw.
10. Palagiang suriin ang sasakyan gamit ang "Preventive Maintenance Monitoring" upang mapanatiling maayos ang kondisyon ng sasakyan upang maiwasan ang disgrasya.

This order takes effect immediately and shall remain in force until revoked in writing. All other orders or memoranda inconsistent herewith are deemed revoked.

For strict compliance.

MYER G. MULA, Ph.D.



**Certified True Copy:**

Date \_\_\_\_\_ Signature \_\_\_\_\_

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