

June 10, 2024

**OFFICE ORDER No. 18**

Series of 2024

**TO : ALL DA-BAFS PERSONNEL**

**FROM : OFFICE OF THE DIRECTOR**

**SUBJECT : REVISED GUIDELINES ON THE DISPATCH AND MAINTENANCE OF DA-BAFS VEHICLES**

In the interest of the service, and to ensure an orderly and efficient dispatch and maintenance of DA-BAFS fleet of vehicles, the following revised guidelines are hereby issued.

**I. Coverage**

This Office Order covers all DA-BAFS vehicles, hereunto referred to as “vehicles”, which includes all vehicles tagged under the Memorandum Receipts (MR) list of a DA-BAFS employee, except for the official vehicle of the DA-BAFS Director.

<b>Plate Number</b>	<b>Maker/Model</b>	<b>Assigned BAFS Employee</b>
SHR-989	Isuzu Crosswind	Director Karen Kristine A. Roscom
SJT-298	Toyota Innova	Dr. Alpha M. Lanuza
SLD-726	Isuzu Centro Ivan	Mary Grace R. Mandigma
SHR-990	Isuzu Crosswind	Edna Lynn C. Floresca
SKA-387	Isuzu Crosswind	Mark F. Matubang

**II. Functions and Responsibilities**

- 1. Vehicle Dispatch Officer**  
Manages the dispatch of BAFS official vehicles based on received requests.
- 2. General Services Unit (GSU) Unit Head**
  - 2.1 Coordinates with DA GSD in the procurement of goods and services for BAFS vehicle repair and maintenance; and
  - 2.2 Consolidates the monthly vehicle inspection checklist and maintenance and repair monitoring sheet.
- 3. Procurement Unit**  
Facilitate goods and services that are available in a timely manner and good condition supporting the accomplishment of the Bureau’s physical and financial plans.

**4. Motor Pool Supervisor**

The Administrative Aide IV is designated as the Motor Pool Supervisor and shall oversee the overall monitoring of care and maintenance for all vehicles.

**5. Motor Pool Unit Members**

The Administrative Aide II (Driver) shall be responsible for the everyday care and maintenance of each vehicle.

Plate Number	Maker/Model	Assigned Motor Pool Unit Member
SHR-989	Isuzu Crosswind	Frenzel Kelmie S. Guerrero
SJT-298	Toyota Innova	Jilbert M. Ramer
SLD-726	Isuzu Centro Ivan	Frenzel Kelmie S. Guerrero
SHR-990	Isuzu Crosswind	Ron-Ron A. Rivera
SKA-387	Isuzu Crosswind	Ron-Ron A. Rivera

The Motor Pool Unit shall abide by the procedures indicated in the General Services Quality Procedure ([BAFS-QP-ASS-02](#)).

**III. Guidelines**

**A. General Guidelines**

- Vehicles shall only be used for official purposes by all DA-BAFS personnel, regardless of Division/Unit (motor pool), subject to the provisions herein.
- The DA-BAFS Director and Division Heads with assigned vehicles shall not be entitled to a monthly Transportation Allowance (TA). They shall be primarily responsible for the reimbursement of vehicle registration and emission testing.
- DA-BAFS personnel who will use vehicles shall be primarily responsible for emergency repairs, emergency fuel purchases, toll fees, and parking fees.
- To give way to preventive maintenance schedules, repairs, and other needed procedures to process vehicle repairs, the regular use of DA-BAFS vehicles shall be from Tuesdays to Fridays. Automatic exemption from this provision shall be granted to Division heads.
- The following shall apply for the grant of special use of vehicles:

Restriction	Condition
Monday	subject to the schedule of preventive maintenance, repairs, and other needed procedures to process vehicle repairs subject to the approval of the Administrative Officer V
Weekends and holidays	subject to the schedule of drivers and the approval of the DA-BAFS Director

## B. Vehicle Dispatch Guidelines

1. The use of DA-BAFS vehicles shall be officially requested from the Office of the Director by duly accomplishing the attached [Vehicle Request Form](#) and by following the guidelines indicated in BAFS-QP-ASS-02.
2. Based on the received requests, the Vehicle Dispatch Officer in the Office of the Director shall develop a vehicle dispatch schedule and shall inform the DA-BAFS Drivers/Motor Pool Unit Members of their weekly schedule. The Vehicle Dispatch Officer shall also coordinate with the DA-BAFS Drivers/Motor Pool Unit Members in case of any changes in the schedule.
3. DA-BAFS Drivers shall coordinate with the passengers indicated in the approved vehicle request form regarding the specifics of the approved trip, e.g., time of departure, and location.
4. In case the requested trip falls within the restricted days, the Vehicle Request Form shall be duly initialed by the approving authority indicated in III, item A, no. 5.
5. After the approval of the Vehicle Request Form, the requester shall submit the following to the Motor Pool Supervisor (Administrative Aide IV) on or before Friday of the week before the activity for the facilitation of a trip ticket:

Required Document	Trip within Metro Manila	Trip outside Metro Manila
Travel Order		x
Approved Special Order / Memorandum / Notice of Meeting / Invitation	x	x

This Order shall take effect immediately and shall remain in force until officially revoked in writing. All orders inconsistent herewith, specifically Office Order No. 15 Series of 2023, are deemed revoked.

For your strict compliance.

  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
 Director IV  
*Mr. RVC*  
 10062024