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Republic of the Philippines
Department of Education
REGION CAR
SCHOOLS DIVISION OF MOUNTAIN PROVINCE

July 20, 2020

OFFICE MEMORANDUM
No.: 04 s. of 2020

Duly Accomplished Forms to Support the Payment of Procured Fuel; and Forms, Records and Reports Required in the Utilization of Government Motor Vehicles

TO: Lowell Dizon,
Rommel Allegado,
Jeffrey Gat-onen; and
Meynard Morareng

1. It was noted by this office that there are withdrawals of fuel from the gasoline service station without approved and serially numbered Driver's Trip Ticket and *Requisition Issue Voucher (RIV)*, Gas Request Slip or Requisition and Issue Slip (RIS); in consonance with the forms of the Government Accounting Manual (GAM), **RIS** will be now be used for this purpose. These attachments are necessary to support the payment of procured fuels.
2. In view of COA Circular No. 77-61, prescribing the Use of **Manual on Audit for Fuel Consumption of Government Motor Vehicles**, no disbursement voucher for fuel consumption of government vehicles shall be allowed in audit unless duly supported by properly accomplished and approved serially numbered driver's trip ticket (Appendix A of the Manual). The tickets should be prepared in 2 copies; original of which is submitted to the COA thru the Accountant and duplicate for file)
3. Before any trip is undertaken, authority shall first be secured from the Head of the Agency or any authorized representative to approve the Driver's Trip Tickets. The task of approving the trip ticket should not be lower in rank than the Assistant Chief (ASDS). Passengers using the vehicle should affix their signature on the trip ticket and indicate the purpose of the trip.
3. When the ticket is properly accomplished and approved, Requisition and Issue Slip (RIS) (*Appendix B of the Manual*) for fuel bearing the plate number of the vehicle to be utilized, is presented to the gasoline service station. **No issuance of fuel shall be**



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allowed without an approved RIS for the purpose. Issuance of fuel should also be duly acknowledged in the corresponding RIS by an authorized driver using the vehicle and such issuance should be entered in the driver's trip ticket. All RIS are chronologically entered in the Daily Gas Issue Record (Appendix C), the totals of the fuel issued daily are summarized in a Monthly Summary of Requisition and Issue Slip (Appendix D) and that based on issuance the Gasoline Control Card or Stock Card (Appendix E) shall be updated.

5. At the end of the month, Monthly Report of Official Travels (*Appendix F*) shall be prepared by the driver concerned summarizing in chronological order his trips for the month. This report shall be certified by the driver, approved by the Administrative Officer and submitted to the Supply and Property Unit for consolidation of Reports.

6. Added measure to minimize wasteful, excessive and unnecessary expenditures for fuel consumption of government vehicles, among others is the recording of all coming in and out of government motor vehicles from the garage to control the movement of such vehicle.

7. Driver's trip ticket and RIS shall all be serially numbered by the Supply & Property Unit.

8. For information and strict compliance.


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