



Republika ng Pilipinas
KAGAWARAN NG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD
(DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT)
BATASAN PAMBANSA COMPLEX, CONSTITUTION HILLS
QUEZON CITY



DEPT. OF SOCIAL WELFARE & DEVT.
OCTOBER 14, 2002 BP ROAD, CONSTITUTION HILLS, Q.C.

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LEGAL SERVICE

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ADMINISTRATIVE ORDER

No. 223
Series of 2002

SUBJECT : RECONSTITUTION

In consonance with Department Order No. 07, Series of 2000, instituting internal control measures for the Department, the following are hereby assigned to reconstitute the DSWD National Inventory Team:

Administrative Officer V	Nicomedes Suller	- Chairman
Supply Officer II	Alfredo Palma	- Vice-Chairman
General Services representative	Ramil Egamino	- Member
Accounting Division representative	Joventina Rapanut	- Member
Accounting Division representative	Ronald Ramos (<i>COS Worker</i>)	- Member
PPISB representative (IT)	Godfrey Gollayan	- Member
Property Division representative	Fortunato Manongsong	- Member
Property Division representative	Carmelo Abadilla	- Member
Property Division representative	Domingo Javier	- Member
Property Division representative	Alfredo Cosas	- Member
Property Division representative	Alexander Centeno	- Member
Head Internal Auditor	or his/her representative	- Witness
COA Resident Auditor	or his/her representative	- Witness

The team shall undertake the physical inventory-taking of equipment, supplies and materials and shall prepare and submit pertinent reports whenever required. It shall also review and consolidate the inventory reports submitted by the Field Offices.

This order supercedes Administrative Order No. 11, Series of 2001, and all other Orders relative thereto.

M. Pablo
LUWALHATI F. PABLO
Undersecretary In-Charge
General Administration and Support Services Group

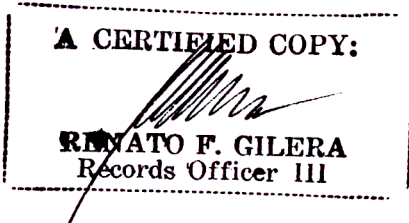
A CERTIFIED COPY:

Renato F. Gilera
RENATO F. GILERA
Records Officer III

- a. General Services Division for Central Office or Management Division for Field Office for registration to LTFRB and for insurance of vehicle to GSIS;
 - b. Valuation and Monetization Committee for the cost appraisal; and
 - c. Accounting Division/Unit for recording in the Books of Accounts;
3. The Property and Supply Division for Central Office shall issue Memorandum Receipts to the Chief General Services Division if the vehicle is for general use or will be assigned to Bureau or Service; or, to the EXECOM members if the vehicle will be specifically assigned to them.
 4. Purchase of second hand vehicles is discouraged unless found more economical and beneficial to the Department, subject to the provisions of the aforementioned NBC 446-A.

This Administrative Order takes effect immediately.


CORAZON JULIANO-SOLIMAN
Secretary



- 2.3 Provision of a reserved pool for trips of officials and employees outside their official stations where it is more economical to use a government vehicle.
 - 2.4 Transport of agency participants attending trainings, seminars, conferences and field trips whenever these are previously authorized.
 - 2.5 General shuttle for employees to and from official work stations and at established pick-up and drop-off points.
 - 2.6 Provision of transport service to different offices/units at the Central and Field Offices, including centers, institutions and facilities to facilitate movement of officials and employees transacting official business within their respective areas of operation.
3. Government vehicles when not in use shall be kept in the office garage or at any other designated garage area as maybe authorized.
 4. The marking "For Official Use Only" and the name of the Agency, "Department of Social Welfare and Development" shall be indicated in all DSWD motor vehicles, except those which have security plates.
 5. All use of motor vehicles shall be covered by an approved Driver's trip ticket issued by the Chief, General Services Division for Central Office or Administrative Officer for the Field Offices or his/her duly authorized representative. For out of town trip, Driver's trip ticket and approved travel order are required.
 6. Provision of vehicles shall be subject to availability of motor vehicles.

II. GUIDELINES AND PROCEDURES

A. USE OF SHUTTLE SERVICE

1. While the shuttle service is free for general use, this is primarily intended to service the rank and file or low salaried employees.
2. Two seats near the entrance/exit door are reserved for pregnant employees, senior citizens and those with disabilities per shuttle service.
3. If the regular shuttle vehicle is not available, a substitute vehicle from the reserve pool may be provided for the purpose. The vehicles assigned to the different offices/units when available may be utilized to augment the shuttle service giving priority to the respective staff of these offices/units.

- 5.2 Request of vehicle shall be done by the requesting unit by filling up the Request Form four (4) days before the scheduled travel.
 - 5.3 Request of vehicle shall be valid only upon presentation of Travel Order duly approved by the Chief, Management Division.
6. Staff authorized to collect or reimburse transportation expenses in the course of their duties should as much as possible use the regular mode of public transportation, except in cases of extreme urgency to beat deadlines or time constraints or when staff is carrying expensive equipment where the use of government vehicle is not available.
 7. Officials and employees receiving a monthly commutable transportation allowance may use a government vehicle in the performance of their official duties, including travel to and from residence, provided that the equivalent amount based on a predetermined distance/area rate, shall be deducted from their monthly commutable transportation allowance, everytime he/she uses the government vehicle. However, the total daily deductions shall in no case exceed the proportionate daily transportation allowance of the official or employee concerned, computed based on 22 working days.
 8. Service vehicles shall be provided for the official travel of the DSWD Officials to the Field Offices.
 9. The General Services Division (CO) or the Management Division (for FO) shall review the trip tickets and shall prepare report on the use of government vehicle by officials and employees. The report shall contain information on the date, time, destination and type of vehicle used and the name of the passengers.

C. **ACQUISITION OF NEW VEHICLE**

1. Purchase of new vehicle shall be subject to the approval of the Office of the President through the Department of Budget and Management. All requests for purchase of vehicle shall be endorsed by the Secretary, supported with justification, source of funds and other requirements as required under National Budget Circular No. 446 and 446-A, series of 1995 and 1998 respectively.
2. Donation of vehicles shall be approved by the Secretary in the Central Office or the Regional Director in the Field Office. The recipient office shall be responsible for the required documentation of the donation. The Deed of Donation and other supporting documents must be submitted by the recipient office to the following offices: