



Republic of the Philippines
Department of Social Welfare and Development
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23 April 2004

MEMORANDUM CIRCULAR

NO. 23
Series of 2004

F O R : All Heads of Offices, Bureaus, Services

SUBJECT : Use of Government Vehicle of the Officials and Employees for
Emergency and Other Crisis Situation

RATIONALE

The existing rules and regulations particularly, Sec. 361.d, Chapter 4, Volume 1, Government Accounting and Auditing Manual explicitly indicate that government vehicles shall be used for official purposes only. The Department, through the Crisis Intervention Units, provides assistance to the poor, vulnerable, and/or marginalized sector of the society, which includes the use of vehicle to attend to the emergency or crisis situation of the clients.

Section 1 of Article V of the Collective Negotiation Agreement between the Social Welfare Employees Association of the Philippines provides that:

"The Department and the Association agree to explore all possible ways and means to enable the Department to provide benefits both monetary and non-monetary to all employees of the Department subject to rules, laws, regulations, memoranda and other legal issuances and availability of funds to sourced out from agency savings, realignment of funds and inclusion in the Department budget proposal among others. These benefits shall include but not be limited to the following:

X X X

1.28 Use of vehicles for emergency or such events/special occasion /circumstances."

In line with the above-mentioned mandated program of the Department and its complementary commitment to its officials/employees' welfare as embodied in the above-quoted provision of the CNA, the use of DSWD vehicles by officials and employees in emergency/crisis situations is allowed subject to the guidelines set forth in this Memorandum Circular.

OBJECTIVES:

1. To prescribe guidelines and procedures on the use of DSWD vehicles by officials and employees during their crisis situations and other special circumstances.
2. To provide a control mechanism necessary in observing the judicious use of limited resources such as vehicles, fuels, man-hours of the drivers, among others.

COVERAGE

DSWD officials and employees including Workers under Memorandum of Agreement (MOA) who are under the following crisis situations may be allowed to use the following DSWD vehicles:

1. Burial/funeral of employees and immediate family, subject to availability of vehicle and the exigency of the service.
2. Sickness that posed threat to life of officials and employees
3. Other special circumstances such as accidents, transport strikes and onset of disaster i.e. flood, fire among others.

Immediate family refers to:

1. Spouse
2. Legitimate children up to 21 years of age, or if more than 21 years old, he/she must be suffering from physical or mental handicap;
3. Parent who is at least 60 years old and not gainfully employed;
4. Unmarried legitimate/legally adopted siblings who are below 18 years of age and are entirely dependent upon the employee for support.

OPERATING GUIDELINES

1. In the Regional Offices, request for the use of vehicle for emergency or crisis situation of officials and employees must be coursed through their respective Crisis Intervention Units (CIU) for evaluation. In the Central Office, the evaluation shall be done by the Social Welfare Officer of the Personnel Division then pass through the CIU.





2. The head of CIU shall endorse to the General Services Division/Management Division for appropriate action.
3. For Central Office, the stand-by vehicle may be utilized to address the need of the officials/employees without depriving the clients. The vehicles assigned to any heads of offices, bureaus and services may also be used to attend the need of the officials/employees. For Field Office, the Field Office Director may designate a vehicle to be used for this purpose. All requests shall be subject to the availability of the vehicles.
4. For item 1 under Coverage, request for the use of vehicles shall be made at least one (1) day prior to the need using the attached form marked as **Annex "A"**. For items 2 and 3 under Coverage, the request may be submitted at the time of need.
5. Unauthorized use of vehicles by officials and employees without justifiable reason shall be dealt with accordingly. After due process, the applicable sanctions under the uniform rules on Administrative Cases in the Civil Service under Resolution No. 99-1936, dated August 31, 1999 shall be imposed against the erring officials and/or employees.

FUNDING SOURCE

1. The cost of fuel on the use of vehicles specifically for this purpose shall be chargeable against Protective Services.


This Circular shall take effect immediately.


CORAZON JULIANO-SOLIMAN
Secretary 

Attached: as stated

GEF/ndv
23IV04
mswor:guidelines use of vehicle

A CERTIFIED COPY:


CARMELITA F. ZAFRA
Chief, General Services Division
and OIG, Records Unit



Date: _____

REQUEST FOR USE OF DSWD VEHICLE*

- 1. Name of Requesting Party: _____
- 2. Type of crisis situation: _____
- 3. Purpose of the Trip: _____
- 4. Name of Passengers: _____
- 5. Place of Travel: _____
- 6. Date needed: _____
- 7. Time needed: _____

Requesting Party:

Noted:

Signature of Requesting party

Head of Office/Division Chief

Evaluation of the Social Welfare Officer:

Recommendation:

Endorsed by:

Social Welfare Officer

Note: All requests shall be subject to availability of vehicles.

TO BE FILLED UP BY GENERAL SERVICES DIVISION

Date of Dispatch: _____

Time of Dispatch: _____

Vehicle Assignment: _____

Driver: _____

Remarks: _____

Dispatcher

Chief, General Services Division

GEF/ndv/ filename: requestforvehicleform

Note: *Applicable to Central Office only; Field Office may design their own form