

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 20, S. 1983

MEMORANDUM CIRCULAR

T O : ASSISTANT ADMINISTRATORS, CHIEFS OF DEPARTMENTS/STAFFS and DIVISIONS, REGIONAL IRRIGATION DIRECTORS, UPRIS MANAGER, PROJECT MANAGERS/ENGINEERS, PROVINCIAL IRRIGATION ENGINEERS, IRRIGATION SUPERINTENDENTS and ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : Reiteration of Existing Regulations
for Control of Motor Vehicle Usage

In view of frequent reports of unauthorized use of government vehicles, the following regulations are hereby reiterated and issued for strict enforcement in all offices and projects of this agency:

A. Proper Labeling

1. Not later than September 30, 1983 all motor vehicles of this agency shall be labeled as called for under Item I-1 of MC # 9-A, s. 1978 which is quoted fully hereunder:

"1. Clarification of MC # 9, s. 1978

1. The labeling of all NIA vehicles at the front and at the back, in addition to existing markings at the sides shall be made not later than June 5, 1978. The NIA logo or the letters "NIA" shall be painted conspicuously on the upper right hand corner of the front of the vehicle and on the central upper portion at the back of the vehicle. The logo or the letters "NIA" shall be painted on the gasoline tank on both sides of the motorcycle."

In addition, the name of the particular office/project should also be indicated on both sides of the vehicle except on vehicles that may be exempted by the Administrator upon submission of written justification by the appropriate office head.

B. Garaging and Dispatching

2. No motor vehicle shall be garaged at a private place or residence except when so authorized by the Administrator or the RID/PM/OM in the field offices.
3. In no case shall motor vehicles from field offices and projects come to Metro Manila without the express authority from the Administrator or any of the Assistant Administrators. When in Metro Manila such vehicles shall be garaged at the NIA Central Office Compound, EDSA, Quezon City.

Trip tickets of all field and project vehicles to be garaged at the NIA Central Office Compound shall be stamped and signed by the security guard on duty to indicate the date and time of arrival and date and time of departure of the vehicle (Please see Annex "A"). Drivers of vehicles who are supposed to be in Metro Manila and whose trip tickets are not so stamped shall be reported by the Dispatcher to their respective head of office.

Security guards manning gates and checkpoints shall record in their log books the time IN and time OUT of all NIA vehicles and shall submit daily reports on this matter to the respective head of office. In the central office such reports shall be submitted to the Chief, Procurement and Physical Resources Department. The security guards on duty shall verify the trip ticket before allowing the vehicle to leave, except in cases of emergency in which case the guard shall immediately make a written report of the incident to his Chief.

4. All motor vehicles in the field shall be garaged at authorized NIA garages only. The Chief of Office shall assign a responsible employee to see to it that this regulation is strictly observed.

In the Central Office, NIA vehicles shall be garaged at the designated parking areas.

5. It is hereby reiterated that no vehicle shall be allowed to leave its station without a duly approved trip ticket. All trip tickets for trips outside the area of jurisdiction of an office or project shall be signed by the Chief of Office/Project or for him in his absence by his duly designated assistant. The name of the signing official should be legibly printed in block letters in all cases. Trips of designated assistants must be approved by their supervisors.

Drivers are prohibited from making any trips other than those indicated in the duly approved trip ticket.

Unusual delays, gasoline consumption and mileage shall be noted and explained in writing by the driver concerned.

It shall be the responsibility of the driver to see to it that the odometer of the vehicle he drives is functioning properly.

The equipment engineers concerned shall analyze and evaluate the dispatcher's reports and take appropriate action especially on marked deviations from established standards and rules.

6. No NIA official or employee shall be assigned a vehicle for his exclusive use without written authority from the Administrator. The officials listed on Annex B shall be assigned a motor vehicle for official business. If the vehicle is not in use, it may be lent to other employees.

All officials^{who} are not in the list (ANNEX-B) but with service vehicles under their jurisdiction shall immediately turn over same to their respective heads of offices. In the

Central Office said vehicle shall be turned over to the Chief, Property Division.

All vehicles, including those assigned to specific officials, shall travel only in accordance with the approved trip ticket.

7. Dispatching of service vehicles shall be the responsibility of the Motorpool Section, Property Division in the central office and of the Motorpool Dispatcher, Equipment Management Division in the field offices.

C. Inspection

All vehicles on travel are subject to inspection by officials indicated below. Such officials are hereby authorized to stop any NIA vehicle on travel to verify the trip ticket and the passengers authorized therein.

- a) Assistant Administrators
- b) Regional Irrigation Directors, WPRIIS Manager and Project Managers
- c) The Corporate Auditor, the Assistant Corporate Auditor, the Regional Auditors, and the Project Auditors
- d) Department Managers
- e) The chief or head of field offices
- f) The Chief, and members of the Intelligence and Security Services.

D. Reduction of Fuel Consumption

As a continuing measure to reduce fuel consumption, the following guidelines are again reiterated:

- a) As a rule NIA personnel shall use public utility vehicles for official trips. Travelling expenses for trips of more than one day, including expenses for transportation, may be paid in advance by the Cashier of the NIA office concerned on the basis of a duly approved travel order and itinerary of travel. For short trips where the employee is required to be back on the same day and where the usual travel order is not issued, duly approved locator slips or equivalent documents in addition to bus or jeepney tickets when issued may be used to claim reimbursement of transportation expenses upon completion of travel.
- b) NIA vehicles may be used in any of the following cases:
 - Official travel in groups of three or more employees going to the same destination or along the same route, except officials who by the nature of their responsibilities require periodic or constant inspection of field activities, such as Regional Irrigation Directors, Provincial Irrigation Engineers, Irrigation Superintendents, Project Managers, Assistant Project Managers, and Project Engineers.

- Transporting of confidential communications, bulky or heavy supplies, materials or equipment.
 - Trips to places not accessible by public vehicles, including taxicabs, except that when such places are in the province then public vehicle shall be used in going to the NIA office in the province and a NIA vehicle may be used for the rest of the way.
 - In cases of emergency or in instances where delay may seriously and adversely affect the NIA, as determined and certified by heads of staffs/departments/projects/regions/provinces/systems.
 - Official commitment of the NIA to provide transportation, as authorized by the Administrator or his duly authorized representative.
- c) Drivers shall regularly bring their vehicle to the motorpool for servicing on their scheduled days.
- d) Motorpool dispatchers shall periodically prepare and submit to their respective equipment engineers a report on the consumption of gasoline and oil as well as the trips made per vehicle.

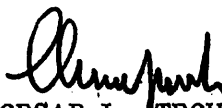
E. Sanctions

Any vehicle caught being used in violation of any of the above regulations shall immediately be reported to the Administrator and if assigned to an official (see Annex B) shall be returned to the common pool. The official shall be assigned a vehicle again only upon instructions of the Administrator.

Drivers as well as passengers of vehicles on travel caught violating any of the above, especially those deviating from destinations indicated in the ticket, are subject to administrative penalties.

All circulars and issuances that are inconsistent herewith are hereby superseded. This memo circular takes effect immediately.

Strict compliance is enjoined.


CESAR L. TECH
Administrator

Aug. 24, 1983

ANNEX-A

(MC #____, S. 1983).

The vehicle described below was
garaged at the NIA Compound.

Plate No. _____ Driver _____

Date and Time IN _____

Date and Time OUT _____

Guard on Duty

Note: The security guard on duty shall stamp
the trip tickets of all field vehicles
that will be garaged in the Central
Office Compound with the above.

LIST OF NIA OFFICIALS
ALLOWED SERVICE VEHICLES

I. Central Office

1. Administrator
2. Assistant Administrators
3. Project Managers
4. Corporate Auditor
5. Consultant

II. Field Offices

1. Regional Irrigation Directors
 2. Project/UPRIIS Managers
 3. Irrigation Superintendents
 4. Provincial Irrigation Engineers
 5. Regional/Project Auditors
 6. Project Engineers
 7. Zone Engineers
 8. Chiefs of field division
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