

Noted: NYA 3/1

Republic of the Philippines  
NATIONAL IRRIGATION ADMINISTRATION  
EDSA, Diliman, Quezon City

M.C. NO. 8, S. 1997

MEMORANDUM CIRCULAR

**T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;  
HEADS OF THE DEPARTMENTS AND STAFFS; REGIONAL  
IRRIGATION MANAGERS; OPERATIONS MANAGERS; HEADS OF  
FOREIGN-ASSISTED PROJECTS; PROVINCIAL IRRIGATION  
OFFICERS; IRRIGATION SUPERINTENDENTS AND ALL OTHERS  
CONCERNED**

**SUBJECT : COST REDUCTION MEASURES IN THE USE OF GOVERNMENT  
VEHICLES DATED JANUARY 16, 1997**

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Quoted hereunder is DA Memorandum dated January 16, 1997 for your information and guidance.

“Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Elliptical Road, Diliman, Quezon City

16 January 1997

**T O : ALL OFFICIALS AND EMPLOYEES  
of Bureaus, Regional Offices and Agencies Attached to the  
Department of Agriculture**

**SUBJECT : COST REDUCTION MEASURES IN THE USE OF  
GOVERNMENT VEHICLES**

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In addition to the Energy Conservation measures required in our Memorandum of October 28, 1996, all Bureaus, Regional Offices and Agencies attached to the Department of Agriculture are directed to adopt a cost reduction program in the use of government vehicles embodying the following measures in addition to similar measures contained in existing COA rules and regulations:

1. To avoid gasoline and oil wastage, all vehicles must always be kept in good running conditions;


2. Officials duly authorized to have vehicles regularly assigned to them for their official use may be allocated one (1) vehicle each, except when the assignment of more than one vehicle is justified and duly approved by the bureau, regional or agency head concerned;
3. All unassigned vehicles shall be kept in the Motorpool of the Bureau, Office or Agency concerned to be released only for official use by other personnel on the basis of duly authorized trip tickets; and
4. The bureau, regional office or agency concerned shall device a system of gasoline and oil allocation for vehicles, such as the use of coupons issued to official drivers in denominations of thirty (30), twenty (20), ten (10) and five (5) liters, etc., or such other systems or devices they may see fit in reducing gasoline consumption of government vehicles.

All concerned are advised to act and be guided accordingly.

(SGD.) SALVADOR H. ESCUDERO III  
Secretary

All Regional Irrigation Offices and Foreign-Assisted Projects are therefore required to submit to the Asst. Administrator for Systems Operation and Equipment Management, Attn.: The Manager, Equipment Management Department their action plan in the implementation of this Memorandum in addition to existing issuances regarding this matter.

For compliance.

  
ORLANDO V. SORIANO  
Administrator

March 21, 1997