



**Philippine Normal University  
The National Center for Teacher Education  
OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION  
FINANCE AND DEVELOPMENT  
Taft Avenue, Manila  
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**Memorandum for –**

**Vice-Presidents  
Deans  
Directors of Centers/Units  
Heads of Academic Offices**

During the Administrative Council Meeting held last June 1, 2011 two (2) items under the Administrative Matters were approved and now ready for implementation. These are the Guidelines in the Request for Food Authority and the Request for Use of University Vehicle.

Copies of the above-mentioned guidelines are attached for information and guidance.

  
**REBECCA C. NUEVA ESPAÑA  
Vice-President for Administration,  
Finance and Development**

**c.c.  
Office of the President  
Internal Audit  
Records**

## GUIDELINES ON THE USE OF UNIVERSITY VEHICLES

The motor vehicles of the University shall be used exclusively and strictly for official business. Faculty, staff and students of the University who wish to avail of the use of the motor vehicles must observe the following guidelines.

1. Control over the University vehicles, including their dispatch, maintenance and issuance of trip tickets as well as fuel and oil, rests solely with the Vice-President for Administration, Finance and Development and the Director of Physical Plant and Campus Development (PPCD).
2. Faculty, staff and students of the University who want to avail of the use of a University vehicle for official business shall fill up the Request Form for Use of University vehicle that is available at the PPCD office at least three (3) days before the projected use. The Request Form contains the following information: Date and Time of travel, Number of passengers, place(s) to be visited and purpose of travel.
3. The request of the faculty/staff has to be approved by the department/office head and in case of students by the Dean of Student Affairs and Student Services (OSASS).
4. Upon the determination of the availability of the University vehicle by the PPCD, a Vehicle Trip Ticket (VTT) to be filled up by the requesting party shall be issued.
5. The VTT is then issued to the authorized driver.
6. Upon completion of the travel, the authorized passenger shall sign the VTT and the same shall be returned to the PPCD Office by the driver.
7. Reservation is strictly on a first come, first served basis. However, University Officials shall be given priority for exigent cases where delays adverse to the best interest of the University.
8. All University vehicles shall be kept in the University garage when not officially in use.

However, there are instances when certain University Officials who are granted transportation allowances, cannot avoid the use of University vehicles from time to time in the course and performance of their official functions. While the University allows the use of agency vehicles in these instances, the arrangement cannot be adopted as a general practice and shall apply only to exigent cases where delays adverse to the best interest of the service could result.

In these cases, the Accounting Office shall compute the equivalent of one day transportation allowance based on the monthly rate of the official using the vehicle, for each day of use and deduct the same from the transportation allowance of the official concerned. Two or more officials using a common vehicle shall each be charged according to the rate of their monthly allowance.\*

*\*(Source is COA Memorandum No. 87-500 dated August 18, 1987)*

*Guidelines - Use of Univ Vehicles, Food Authority*

### Request for Use of University Vehicle

Nature of Request	Destination	Recommending Official	Approving Authority	
			Request Form	Trip Ticket
<b>Delivery of pertinent documents/invitations to various agencies</b>	<ul style="list-style-type: none"> <li>• CHED</li> <li>• COA</li> <li>• DBM</li> <li>• DOST</li> <li>• OSG</li> <li>• Other Agencies</li> </ul>	Head of Office	PPCD Director	PPCD Director
<b>Monthly Remittances, Annual Memberships</b>	<ul style="list-style-type: none"> <li>• GSIS</li> <li>• PAG-IBIG</li> <li>• BIR</li> </ul>	Immediate Supervisor / Head of Office	PPCD Director	PPCD Director
<b>Participants Attending Seminars, Workshops, Trainings, Conferences</b> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Administrative Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Within Metro Manila</li> </ul>	<ul style="list-style-type: none"> <li>• Department Head/Dean</li> <li>• Immediate Supervisor / Head of Office</li> </ul>	PPCD Director	PPCD Director
<b>Social Obligations</b>  <b>The requesting party will shoulder Gasoline Expenses and the Honoraria of the Driver especially during Holidays, Sundays, etc.</b>	<ul style="list-style-type: none"> <li>• Wake / Burial of PNU Faculty &amp; Staff, and/or their immediate family members</li> <li>• Delivery of Funeral Wreath</li> </ul>	<ul style="list-style-type: none"> <li>• PNUFU</li> <li>• PNUAEA</li> </ul>	VPAFD	PPCD Director
<b>Availment of Vehicle but the requesting party will shoulder Gasoline Expenses and the Honoraria of the Driver especially during Holidays, Sundays, etc.</b>	<ul style="list-style-type: none"> <li>• Planning Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• PNUFU</li> <li>• PNUAEA</li> <li>• PNUMPC</li> </ul>	VPAFD	PPCD Director
<b>Official Functions:</b> <ul style="list-style-type: none"> <li>• Travel to Campuses</li> <li>• Officials attending meetings with other Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• PNU Lopez</li> <li>• PNU Isabela</li> <li>• NAIA (for PNU Cadiz &amp; Agusan)</li> <li>• CHED</li> <li>• DBM</li> <li>• DOST</li> <li>• OSG</li> <li>• INNOTECH</li> <li>• Other Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• VPs</li> <li>• Deans</li> <li>• Directors</li> </ul>	VPAFD  Travel Authority from the Office of the President	PPCD Director
<b>Medical Emergencies</b>	<ul style="list-style-type: none"> <li>• Hospital</li> </ul>	Medical Clinic	PPCD Director	PPCD Director

Nature of Request	Destination	Recommending Official	Approving Authority	
			Request Form	Trip Ticket
<b>Official Guests for University-wide Activities</b> (Commencement, Gawad Parangal, Baccalaureate, etc.) <ul style="list-style-type: none"> <li>• Guest Speakers</li> <li>• VIP Guest</li> </ul>	<ul style="list-style-type: none"> <li>• NAIA</li> <li>• Other Agencies</li> <li>• SUCs</li> </ul>	<ul style="list-style-type: none"> <li>• Chair, Working Committee</li> </ul>	VPAFD	PPCD Director
<b>Invitation for PNU Performing Groups</b>	<ul style="list-style-type: none"> <li>• NAIA</li> <li>• CCP</li> <li>• SUCs</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Performing Groups</li> </ul>	PPCD Director	PPCD Director
<b>Students Attending Seminars, Trainings, Conferences, Academic Contests</b>	<ul style="list-style-type: none"> <li>• SUCs</li> <li>• SMIIC</li> <li>• Other Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• College Deans</li> <li>• OSASS Dean</li> </ul>	PPCD Director	PPCD Director

## Request for University Vehicle

