



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

May 8, 2023

DIVISION MEMORANDUM No. 095, s. 2023

**PRESCRIBED MODE OF TRANSPORTATION ON LOCAL TRAVELS**

To Assistant Schools Division Superintendent  
Chiefs – CID, SGOD  
School Heads – Elementary and Secondary  
All Functional Area Heads  
All Others Concerned

1. One of the essential provisions stipulated in DO 43, s.2022 or the Omnibus Travel Guidelines for all Personnel of Department of Education mandates the approving authority to determine the mode of transportation, which in all cases shall be the most economical and efficient.
2. Accordingly, this office prescribes the use of DepEd/government official vehicles as the primary and priority mode of transportation. In case where no official vehicle is available, the use of ordinary public conveyance or customary modes of transportation shall be the secondary mode of transportation for local travels.
3. The use of chartered trips, special hires of public utilities, garage cars, water vessels and other extraordinary use of transportation shall not be allowed unless justified by the prevailing circumstances such as but not limited to, carrying large amount of cash, bulky equipment and important documents, inclement weather, accompanying dignitaries or high-level government officials, or when time is of the essence. In such case, the requesting employee must attach a written justification, subject to assessment and approval.
4. In cases where it is deemed most economical and efficient to use the modes of transportation mentioned in the preceding item (no.3), proper procurement process as prescribed by RA 9184 and its IRR shall be observed.
5. In case of official trips where private/personal cars were used, no reimbursement for the cost of gasoline and fuel shall be allowed. The Official or employee concerned, however, is entitled to the equivalent prevailing cost of ordinary public conveyance or customary mode of transportation.



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6. The office of the Administrative Officer V for Administration is tasked to maintain a Travel Schedule of Vehicles Board displayed in a conspicuous place and clearly visible in order to help concerned employees in planning their trips.
7. Request for the use of DepEd official vehicle must be lodged at the Office of the Schools Division Superintendent (OSDS) at least two (2) days before the trip/travel.
8. For Information and compliance.

  
**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent

*RJF/Accounting/memoranda*  
April 23, 2023



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