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Office of the President

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MEMORANDUM NO. 128

Series of 2005

T O: All Concerned

R E: Withdrawals of Gasoline

Reports reached this office that to withdraw gasoline through a Requisition Issue Slip (RIS) is used for refueling privately owned motorcycles. Although the vehicle may be used for official purpose, please be reminded of COA rules disallowing the use of fuel charged to government funds in privately-owned vehicles.

Department/centers/office heads are therefore advised not to sign RIS for gasoline and oil to be used in privately owned vehicles even if it may be used in the performance of the staffs functions. The Gas Tender is likewise advised not to allow anybody to withdraw gasoline if not directly refueled to government vehicles and is supported by a duly approved trip ticket. RIS to withdraw gasoline other than in support of a trip ticket shall only be entertained after the Head of the Property Office has ascertained that the gasoline withdrawn shall be used only for official purpose. Any balance of an approved RIS for gasoline not in accordance with this directive shall be deemed forfeited and shall no longer be allowed to be withdrawn. The Property Officer is directed to institute measures for the strict implementation of this memo.

Please be guided accordingly.


PACIENCIA P. MILAN
President