

April 12, 1993

MEMORANDUM NO. 48  
Series of 1993

TO: All ViSCA Faculty and Staff

RE: Use of Government Vehicles

The Office of the College President has time and again received request for the use of ViSCA vehicles in violation of COA Circular No. 75-6. In order that all should be informed of the proper use of government vehicles, the pertinent provisions of such circular is hereby quoted:

"(3) Use for Official Purpose -

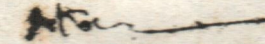
Government motor vehicles should be used strictly and exclusively for official business. In other words, the use thereof for private social functions such as receptions, balls, theatres, and for other personal purposes is absolutely prohibited. The use of government transportation by the spouses, children, relatives, friends, etc. of the officials entitled thereto is included in the prohibition even if they are in the company of said officials. Unless specifically authorized by the Office of the President, government motor vehicles shall not be used for fetching officials or employees from home to office or vice-versa. (General Circular No. 332, dated June 12, 1957).

However, insofar as the use of government vehicles by local government officials is concerned, the same is governed by Executive Order No. 31, Series of 1954, particularly Section 4 thereof, which provides:

"4. In view of the nature of their duties and responsibilities and their official and social standing in their communities, the chiefs of offices - provincial governors, provincial treasurers, provincial auditors, division superintendents of schools, district health officers, district engineers, and others of equal rank shall be entitled to government transportation from residence to office and vice-versa and in connection with civic and semi-official activities beneficial to the public interest, such as the conduct of drives for voluntary contributions for charitable purposes, attendance at public functions and others of similar nature."

Those who are delegated to act on this kind of requests as well as those authorized to use their assigned vehicles are directed to comply with this circular.

For strict compliance.

  
M. R. VILLANUEVA  
President