

August 30, 1990

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MEMORANDUM NO. 145
Series of 1990

T O: All ViSCA Staff

R E: Merging of Trips Covering the ViSCA-Tacloban-
ViSCA Route

Recognizing the increasing need to conserve resources, also in consideration of calls from President Corazon Aquino and anticipating problems on fuel cost and supply and after due consultation with unit heads who have jurisdiction over motor vehicles, the following procedure shall be strictly observed effective September 3, 1990:

1. With clearly defined exceptions, all trips to and from Tacloban City shall be merged and scheduled only on Mondays, Wednesdays, and Fridays.
2. All personnel (individuals or groups) must file trip tickets no later than 12:00 noon of the day prior to the day of travel (MWF). The dispatcher reserves the right to reschedule trips of requesting parties who file their request beyond 12:00 noon.
3. The trip tickets shall be merged by the dispatcher who shall provide the office of the fuel depot manager the necessary copies for proper distribution of charging in coordination with other offices concerned.
4. Schedule of trips (Station-to-Station only or via airport if needed)
Departure from ViSCA (Post No. 1)
 - 4:00 A.M. when there are passengers taking the morning flight
 - 6:00 A.M. when nobody is taking the morning flightDeparture from Tacloban (Gaisano)
 - 5:00 P.M. (In case of meeting other passengers taking the afternoon flight, departure may be adjusted if flight is delayed)
5. Travels to other destination are not covered by this directive but must be programmed discriminately to save on resources.

6. All motor vehicles including motorcycles with government or private plates that belong to ViSCA and not personally owned by any ViSCA employees, including those procured through other agencies such as ViFARD, must be covered with approved trip tickets when leaving the campus. This is not only required as a matter of procedure but also to give protection to the drivers.

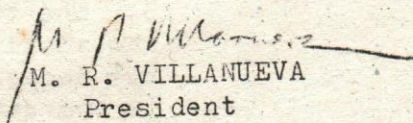
7. Guards on duty at Post No. 1 shall be responsible in checking every vehicle concerned leaving the campus. Vehicles shall not be driven outside the campus without passing Post No. 1 or leaving a copy of the trip ticket.

8. A trip is considered terminated whenever the vehicle returns to the campus regardless of dates indicated on the trip ticket.

9. Unless trips are classified as emergency (loss of life and property) or responding to a commitment scheduled by external agencies, individual trips outside of the above schedule will not be approved.

10. To be considered exception, the requesting party must attach to the trip request the approved travel order for verification by the Director of General Services.

The supervisors/unit heads are reminded to help in the implementation of this directive.


M. R. VILLANUEVA
President

cc: GSO Director
Chief, Motorpool
Chief, Security Office