



Republika ng Pilipinas
MINISTRI NG AGRARIAN REFORMANG PANSAKAHAN
(Ministry of Agrarian Reform)
Tanggapan ng Minister
Diliman, Lungsod ng Quezon
Pilipinas, D-505

In reply, please address:
THE MINISTER
Ministry of Agrarian Reform
P.O. Box No. 2993
Manila

MEMORANDUM CIRCULAR NO. ^{5 '85}
Series of 1985

*POD
19-10-85*

In line with the Memorandum of the Auditor, dated August 21, 1985, on exorbitant claim for reimbursement for POL products, the following measures to strengthen the internal control on the gasoline consumption are hereby enforced in addition to the present SOP and existing Circulars on the use of government vehicles:

1. Government vehicles should only be used for official business, unnecessary use should be stopped;
2. Use of government vehicles during Saturdays, Sundays, and holidays is hereby prohibited, unless covered by an approved Travel Order;
3. The driver should indicate in the itinerary of travel the name of all passengers who availed his services and not just state "Staff";
4. Certificate of Appearance of every Office or place visited should be secured by the passenger indicating therein the purpose of said visit. However, if there are two or more passengers, the leader of the group should be the one to secure the Certificate of Appearance. Moreover, in case the driver is sent on official errand alone, said driver is likewise required to secure the aforementioned Certificate of Appearance;
5. Officials with the rank of Bureau/Regional Directors and above as well as the Auditor are exempted from securing Certificate of Appearance, likewise said Officials are allowed to use government vehicle during Saturdays, Sundays and Holidays, as the exigency of the service may require.

For strict compliance,

Quezon City, August 28, 1985.

[Signature]
CONRADO Y. ESTRELLA
Minister

FIMAS/EAG/BRM