



Republika ng Pilipinas  
MINISTRI NG PANG 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

October 20, 1983

*RF*  
*11-14-83*

MEMORANDUM CIRCULAR NO. 17 '83  
Series 1983

SUBJECT : PREPARATION AND APPROVAL OF TRIP  
TICKET AND SUBMISSION OF REPORT.

In line with the objective of management to achieve economy and efficiency in its day to day operations, the following guidelines and/or procedure in the preparation and approval of trip tickets are hereby prescribed:

A. Trips within Metro Manila

1. All trip tickets within Metro Manila shall be issued on a daily basis, Monday to Friday only. It shall be recommended by the Supervisor concerned with approved permission slip and approved by the Chief, General Services Division or the Administrative Officer of ARES.
2. Trip tickets for MAR official with assigned transportation shall not exceed one (1) week (excluding Sundays and Holidays). It shall be signed by the Officer concerned and approved by the Chief, Administrative Services.

B. Trips Outside Metro Manila

3. All trip tickets outside Metro Manila shall be supported by an approved Travel Order and shall be issued as follows:
  - a) Trip tickets not exceeding five (5) days shall be recommended by the immediate Supervisor and approved by the Chief, General Services Division or the Administrative Officer of ARES.
  - b) Trip tickets exceeding five (5) days shall be recommended by the immediate Supervisor and approved by the Chief, Administrative Services.

C. Purpose and Destination of Trip

4. The passenger shall indicate on the trip tickets the specific purpose of his/her trip and specific destination.

Examples:

Purpose - "To deposit collections and withdraw cash for the salaries of employees." "Destination - PNB, Heart Center, Quezon City." - "To deliver rush correspondence of the Minister to Malacañang." etc.



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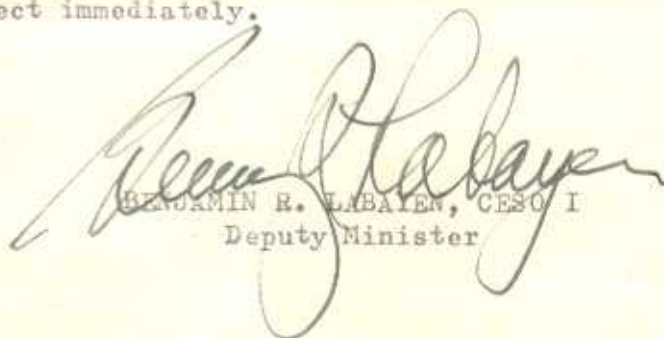
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No trip ticket shall be approved without indicating the specific purpose and destination of the trip. Any deviation from the approved trip ticket shall be indicated therein and justified by the passenger/s and/or driver.

D. Report After the Trip

1. Upon completion of the trip, the driver shall accomplish paragraph "B" (1-8) and the itinerary of travel at the back of Trip Ticket Form.
2. The passenger or passengers shall sign the certification appearing at the bottom of the Trip Ticket in corroboration with the statements of the driver affecting the use of the car and the itinerary of travel.
3. At the end of each month, every driver should submit a report in five (5) copies, indicating therein the number of trips taken, distance traveled and total POL products consumed, etc. The report shall be submitted within three (3) days after the end of each month, to the Chief, Administrative Services, thru the OIC, Motorpool, copy furnished the Chief, General Services Division.

This Circular take effect immediately.

  
BENJAMIN R. LABALES, CESO I  
Deputy Minister