



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

MEMORANDUM ORDER

No. 22
Series of 2024

SUBJECT: INTERNAL GUIDELINES ON THE DISTRIBUTION AND ASSIGNMENT OF MOTOR VEHICLE FOR THE AUTHORIZED OFFICIALS OF THE DEPARTMENT OF AGRICULTURE

I. RATIONALE

It is acknowledged that motor vehicles are indispensable for the successful execution and provision of vital government services. It is likewise recognized that performance of official duties and functions by the government personnel requires transport mobility.

II. LEGAL BASIS

DBM Budget Circular No. 2022-1, entitled: "*Omnibus Guidelines on the Acquisition, Use, Rental, and Replacement of Government Motor Vehicles*" dated 11 February 2022, states that it is the policy of the government to ensure the prudent and judicious acquisition, use, rental and replacement of government motor vehicles.

Item E of DA Office Order No. 03, Series of 2004, in compliance with Office of the President Administrative Order No. 103, Series of 2004 directing the continued adoption of austerity measures in the government, provides the cost saving measures and procedures pertaining to vehicle distribution and assignment in the Department.

III. PURPOSE

This Memorandum Order is being issued to provide internal guidelines on the distribution and assignment of motor vehicles to authorized officials of the Department of Agriculture and its attached offices.

IV. SCOPE/COVERAGE

This Memorandum Order shall cover all offices of the Department of Agriculture, including the Office of the Secretary, Regional Field Offices, Bureaus, Attached Agencies and Corporations, from which an official is determined to be authorized to use government motor vehicles.

V. GENERAL GUIDELINES

Pursuant to Item 4.2 of DBM Budget Circular No. 2022-1, as a general rule, an official who is authorized to use an official transport vehicle shall be allowed only one (1) motor vehicle. However, the Department Secretary or officials of equivalent rank may be allowed a back-up vehicle for security personnel, as deemed necessary, in the performance of their functions.

Item 4.1 of the Circular states that under the pertinent section in the General Provisions of the annual General Appropriations Act (GAA), government motor vehicles may be used by the Department Secretary, Undersecretaries, Assistant Secretaries and officials of equivalent rank, Bureau Directors, Department Regional Directors and Bureau Regional Directors.

For purposes of determining the officials and officials of equivalent rank of the Department of Agriculture who shall be authorized to use an official transport vehicle, the guidelines on the distribution and assignment of motor vehicle stated in the Department of Agriculture Office Order No. 03 Series of 2004 are hereby amended as follows for adherence of all concerned:

A. DISTRIBUTION AND ASSIGNMENT

- A.1 The Secretary shall be allowed one (1) official vehicle, one (1) back-up vehicle and one (1) staff vehicle.
- A.2 Undersecretaries, Assistant Secretaries, Service Directors, Regional Directors, Bureau Directors, Attached Agencies Directors, Attached Corporations Administrators, Chief of Staff/Head Executive Assistant and Program Directors/ Project Managers shall be allowed one (1) official vehicle each.
- A.3 Undersecretaries and Assistant Secretaries are entitled to one (1) back-up vehicle subject to the approval of the Secretary
- A.4 Other critical offices and units may be allowed one (1) service vehicle upon the request of the concerned head of office/unit for approval of the Secretary.

Further, to establish accountability for the motor vehicle to be issued and in compliance to Section 19, Chapter 10 (Property, Plant and Equipment) of the *General Accounting Manual*, the authorized officials shall sign the Property Acknowledgement Receipt issued by the Property and Supply Office. The Property Acknowledgement Receipt shall be used in the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property.




VI. REPEALING CLAUSE

All existing memorandum orders, issuances, rules and regulations, or parts thereof, in conflict with, or inconsistent with any provisions of this Order are hereby repealed, modified, or amended accordingly.

VII. EFFECTIVITY

This Order shall take effect immediately upon approval.

Done this 6th day of JUNE 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary 