



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

September 8, 2022

DIVISION MEMORANDUM

No. 517, s. 2022

To : **Assistant Schools Division Superintendent**
Division Accountant
Budget Officer
Supply Officer
Planning Officer
Division Management Team for General Services
All Division Drivers / Drivers -Designate

This Division

Subject : **SPECIAL MEETING CUM ORIENTATION AND POLICY CRAFTING ON THE IMPLEMENTATION OF MANUAL ON AUDIT FOR FUEL CONSUMPTION OF GOVERNMENT MOTOR VEHICLES**

1. To have *clear understanding* on the implementation of the rules and regulations governing the use of government motor transportation and the fuel consumption, pursuant to COA Circular No. 75-6, dated November 7, 1975, and COA Memorandum 76-23, dated January 2, 1976, as well as the specific functions of the members of Composite Management Team for General Services Administration in the Division Office, this Office hereby requests the Assistant Schools Division Superintendent, Division Accountant, Budget Officer, Supply Officer, Division Management Team for General Services and all Division Drivers/ Drivers Designate to attend the **Special Meeting cum Orientation and Policy Crafting on the Implementation of Manual on Audit for Fuel Consumption of Government Motor Vehicles** on **September 13, 2022 at 1:00 PM**, Division Conference Hall, 3rd Floor of the Division office, A. Velez St., Cagayan de Oro City.

2. Immediate dissemination of this memorandum is hereby enjoined.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent 

JSDP /egd/mtma/ rlg



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

5 April 2022

**To: OIC Assistant Schools Division Superintendent
SGOD AND CID Chiefs
Division Section Heads
Division Personnel**

**Subject: COMPOSITE MANAGEMENT TEAM FOR GENERAL SERVICES
ADMINISTRATION IN THE DIVISION OFFICE**

FROM: JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

1 To provide efficient, economical and effective general support services relating to safety and security of office personnel, premises, documents and properties, ground and landscape maintenance, building and office facilities maintenance and motor pool services, and in order to support the office personnel in the performance and delivery of their respective functions or services, this Division hereby issues this Memorandum on the Composite Management Team for General Services Administration in the Division Office.

2 The Composite Management Team is as follows:

Head of the Management Team: RHODORA L GALLARES, PhD.
EPS, OIC-Administrative Officer V

Assistant Head: SHAYNE YANNAH M. FRIAS
AO 3 - CASHIER

Members: RALPH WALDO ALVIN V. PAGARA
ADAS 3

MELODY C. SANDIGAN
ADAS 2

ENGR. SANDY L. SIMO
Division Engineer

JAY ANTHONY B. PACTOS
ADA 1

ARTEMIO C. PACTOS
ADA 2

LARRY F. MADRIDANO
Driver





Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

- 3 The team shall have the following tasks:
 - a. Maintenance of the office facilities and the workplace
 - b. Maintenance of Transportation Service and Vehicle
 - *Supervises drivers in the performance of their functions*
 - *Issues trip tickets in accordance with government rules and regulations*
 - *Schedules and assigns drivers and vehicles to requesting employees requiring transportation*
 - *Schedules preventive maintenance services and rehabilitation program of all DepEd vehicles*
 - *Monitors the registration and insurance coverage of all DepEd vehicles and initiates the filing of and pursues until payment of all insurance claims is completed*
 - c. Maintenance of Safety and Security
 - *Ensures the safety and security of DepEd Officials, employees and Properties*
 - *Ensures peace and order in the DepEd premises*
 - d. Monitoring of procurement-related transactions pertaining to general services and submission of required reports to the Head of Office, Attention: Assistant Schools Division Superintendent
 - e. Perform other functions as maybe assigned by the Head of Office
- 4 These tasks are in addition to your current duties and functions.
- 5 For information, guidance, and compliance of all concerned.

JDP/egd

