

1. Request for Issuance of Trip Ticket for the Use of Service Vehicle

Defines the roles and responsibility of Personnel in the monitoring of the availability of the service vehicle and to implement the process on requests and use of government vehicle.

Office or Division:		Administrative Services – General Services		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		SDO Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Trip Ticket Form 2.		SDO Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting for availability of service	1.1 Receives request for availability of service and issuance of Trip Ticket Form	None	5 minutes	Administrative Aide VI – Admin Services
2. Accomplishing and submission of vehicle trip ticket if available or not and recommending the approval	2.1 Checking and approving the vehicle trip ticket	None	10 minutes	Administrative Aide VI / Administrative Officer V– Admin Services / Schools Division Superintendent
3. Submitting original	3.1 Receive and furnish a copy of	None	5 minutes	Administrative Aide VI – Admin Services

copy upon completi on of the trip	approved trip ticket form			
TOTAL:			20 minutes	