

Request for Use and Monitoring of Vehicle

The Administrative Division-General Service Section shall ensure the efficient provision of transportation requirements and safe conveyance of the officials, personnel and staff and goods especially that additional needs are required during the pandemic.

Daily requests of the use of vehicle are being processed as long as there is an availability of vehicles with a “first-come first-serve” basis and/or through prioritization. Other requests are made directly to Admin Division as per advice by the top management and as needed.

Office or Division:	GASD – General Service Section			
Classification:	Simple			
Type of Transaction:	G2G Government-to-Government			
Who may avail:	DSWD-NCR Field Office and its Centers/Residential Care Facilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form 2. Trip Tickets 3. Daily Vehicle Maintenance Checklist (by the Driver) 4. Gasoline Request (by the Driver) – one copy of each form to be submitted to the GSS; 1 request form from the end-user		General Service Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-up Request Form (Use of Vehicle)	1.1 Receive the request form	None	2 minutes	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
	1.2 Approves the from request letter		2 minutes	
	1.3 Conduct Inspection/ BLOW BAGETS in vehicles (Brakes, Lights, Oil, Water, Battery, Air, Gas, Engine, Tire and Self)		5 minutes	
	1.4 Preparation of Trip Tickets/Travel Order		1 minute	
	1.5 Request for Provision of Gasoline and processing		2 minutes	
	1.6 Schedule of Trips/Travel based on the request		2 minutes	
2. Awaits for the availability of Vehicle	2.1 Review the schedule/	None	1 day	<i>Ms. Melanie F. Quema</i>

and Driver Assignment	availability of vehicle for assignment to the driver			<i>AO IV – General Services Section</i>
	2.2 Advise driver of his trip			
	2.3 GSS Dispatcher prepares Trip ticket for trips within Metro Manila			
	2.4 Dispatcher prepares Travel Order and Trip ticket in case of out-of-town trip			
	2.5 Provide details/ information to driver of location and departure time			
3.Receive the Certification of unavailability of vehicle – in case of no available vehicle	3.1 The dispatcher prepares the certification of no available vehicle	None	30 minutes	<i>Ms. Melanie F. Quema AO IV – General Services Section</i>
	3.2 Certification to be signed by the Section Head			
	3.3 Issue the certification			
TOTAL		NONE	1 day, 44 minutes	