





MEMORANDUM



TO : ALL CONCERNED
This Office

FROM:  **ESTELA L. CARIÑO, Ed.D., CESO IV**
Director IV/Regional Director 

DATE : August 19, 2019

SUBJECT: NOTICE FOR VEHICLE RESERVATION/SCHEDULING

Please be informed that effective today, all personnel who wish to avail of the services of our office vehicle shall notify the General Services Unit for reservation/scheduling three (3) days before travel. The purpose of the 3-days notice is to avoid overlapping of requests in that Office and for the smooth scheduling of vehicle use.

You are also informed that reservation/scheduling for service vehicle is on a first-come first-serve basis.

For information and compliance.

GSU/rcp/memorandum 2019

 (078) 304-3855
(078) 396-0677
(078) 396-9728

 DepEDRO2
 <https://region2.deped.gov.ph>
 region2@deped.gov.ph

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