


Procedure No:	ADM-PROC-AUX-0003
Procedure Title:	Request for Use of Transportation
Related Policy:	ADM-POL-AUX-0006 Transportation Use and Management Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
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Office of Origin: (Procedure Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to systematize the application, evaluation and approval of all requests for use of transportation.
Areas of Responsibility:	Auxiliary Services Office
Procedure Details:	<p>Step 1. The requisitioner checks the availability of possible transportation to the Auxiliary Services Office.</p> <p>Step 2. The requisitioner is given a Trip Ticket Form if there is an available transportation.</p> <p>Step 3. The requisitioner fills out a Trip Ticket Form and submits them to the Auxiliary Services Office a week before the trip.</p> <p>Step 4. The Trip Ticket Form is subject for approval from the Director of the Auxiliary Services Office and the Vice President for Administration.</p> <p>Step 5. The requisitioner should verify the approval of his Trip Ticket Form a three days before the trip.</p> <p>Step 6. On the day of the trip, the security guard on duty should record the vehicle's kilometer reading and time the vehicle went out of the Colegio.</p> <p>Step 7. On the arrival to the Colegio, the security guard on duty should record the vehicle's kilometer reading and time of arrival in the Colegio.</p>
Procedure Approval Authority:	Director of the Auxiliary Services Office
References:	Trip Ticket Form
Definition:	
Help Page:	Auxiliary Services Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Mr. Roberto Aguba
Date of Approval:	

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