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<th>Procedure No:</th>
<th>ADM-PROC-AUX-0003</th>
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<tr>
<td>Procedure Title:</td>
<td>Request for Use of Transportation</td>
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<tr>
<td>Related Policy:</td>
<td>ADM-POL-AUX-0006 Transportation Use and Management Policy</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2010 to 2011</td>
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<td>Effectivity:</td>
<td>S.Y. 2010 to present</td>
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<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Auxiliary Services Office</td>
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<tr>
<td>(Procedure Expert)</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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**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:**
- Step 1. The requisitioner checks the availability of possible transportation to the Auxiliary Services Office.
- Step 2. The requisitioner is given a Trip Ticket Form if there is an available transportation.
- Step 3. The requisitioner fills out a Trip Ticket Form and submits them to the Auxiliary Services Office a week before the trip.
- Step 4. The Trip Ticket Form is subject for approval from the Director of the Auxiliary Services Office and the Vice President for Administration.
- Step 5. The requisitioner should verify the approval of his Trip Ticket Form a three days before the trip.
- 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.
- 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.

**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:**