



EXECUTIVE ORDER NO. 17-122

PRESCRIBING GUIDELINES ON THE USE, MAINTENANCE, AND SAFEKEEPING OF GOVERNMENT MOTOR VEHICLES IN THE MUNICIPAL GOVERNMENT OF BAYOG, ZAMBOANGA DEL SUR

WHEREAS, pursuant to DBM Circular No. 2016-5 dated August 22, 2016, prescribes among others the revised guidelines on the acquisition and use of government motor vehicles, which this local government unit should and must adhere in the interest of public service thereby avoiding potential graft and corruption acts and paves good local governance;

WHEREAS, the Municipal Government of Bayog, Zamboanga del Sur, has acquired and owns varied types of vehicles and equipment: Motorcycles, Service Vehicles (pick up and van) Mini-Truck, Ambulance, Jeep, Disaster and Heavy Equipment, which must be properly used and safe kept thus complying commitment on good governance, transparency, competitiveness, and accountability in all government transactions.

NOW, THEREFORE, I, LEONARDO L. BABASA, JR., Municipal Mayor, by virtue of the powers vested in me as Local Chief Executive of the Municipality of Bayog, Zamboanga del Sur, do hereby order and prescribe the use and safekeeping of Government Motor Vehicles and Equipment of this Local Government Unit;

SECTION 1. USE OF MUNICIPAL GOVERNMENT MOTOR VEHICLES AND EQUIPMENT.
Use of these vehicles shall be confined as herein prescribed:

Service Vehicles (Pick-Up, Van and Jeep) – shall be used in the official exercise of executive and legislative functions by Municipal Officials, Department Heads, and other Key Officials. Where applicable to transport personnel, supplies, products and materials to and from destination

Ambulance – shall be used only to transport sick and/or injured persons to the Municipal Health Center and/or to Hospitals. The Municipal Health Officer shall put all ambulances on Stand-by at all times to cater emergencies. Vehicle keys shall be kept at the Municipal Health Center to ensure immediate response where assigned drivers may not be available. In no case shall any ambulance be used to transport cadaver.

Motorcycle – for use of field personnel workers who by nature of their functions have to travel to remote areas not normally accessible to ordinary transport vehicles. .

Light Equipment – to transport construction materials such as aggregates, hardware supplies materials, lumbers, and other constructions related supplies/materials.

Heavy Equipment – shall be used for constructions, rehabilitation, repair and maintainance of lateral projects whether under contract or administration cases of project prosecutions. Usages shall as maybe directed by the Municipal Engineer. Equipment Rental shall be in accordance with rates prescribed by the Sangguniang Bayan

Disaster Equipment and Accessories – shall be used for emergencies, particularly during emergencies and calamities. The Municipal Disaster and Risk Reduction Management Officer shall at all times put all vehicles, equipment, and accessories ready and stand by for immediate action.

SECTION 2. SAFEKEEPING. Except as maybe directed by the Officials whom such vehicles have direct administration and supervision, all municipal government vehicles shall be parked at the Municipal Government Center during Off Office Hours, Saturdays, Sundays, and Holidays. All keys of vehicles shall be deposited and properly recorded at the Guard Post at Ground Floor of the Municipal Hall. None of any of the above government vehicles shall be used for personal accommodations like, Wedding, Parties, Burial, Picnic, Family Reunions and other related events and/or activities which are personal in nature.

Light and Heavy Equipment shall be parked at the Motor Pool or at a designated area where safety of said equipment are properly secured. In cases where such equipment are used and would be impractical and/or becomes disadvantageous on the part of the Municipal Government of Bayog for its daily deposit/park at the motor pool due to distance and road condition, the same could be left in the project site, provided however, that a security guard be assigned to ensure the equipment's safety.

SECTION 3. EXCEPTION. In the exigency of service, need urgency, and in the interest of public service the following vehicles: Mitsubishi Mini-Truck, Isuzu Elf, Army Jeep, and Dump Trucks, may subject to prior approval, be used to retrieve, carry, and transport cadaver to and/or from hospitals, medical clinics, crime/incident sites and/or places outside of the Municipality of Bayog, or upon request of our local PNP Officials and other Law Enforcement Agencies.

SECTION 4. REPAIR AND MAINTENANCE. Department Heads and Other Officials Concerned shall be directly responsible for the proper repair and maintenance of government vehicles assigned to their respective departments/offices.


SECTION 5. LIABILITIES. Department Heads and Other Officials Concerned shall be directly responsible for any violation, defiance, or willful negligence on the above

SECTION 5. This Order shall take effect on January 16, 2017.

ISSUED this 5th day of January 2017, in the Municipality of Bayog, Province of Zamboanga del Sur, Philippines.


LEONARDO L. BABASA, JR., MBA, CPA
Municipal Mayor

BY THE MUNICIPAL MAYOR:


VIRGILIO Q. ZAMORA, MPA, JESO
Municipal Administrator and concurrent
Executive Assistant to the Mayor