

**STANDARD PROTOCOL ON THE  
UTILIZATION AND MAINTENANCE OF  
BUCOR VEHICLES**

U.P. LAW CENTER  
OFFICE OF THE NATIONAL ADMINISTRATIVE APPEALS  
Administrative Rules and Regulations

APR 04 2022

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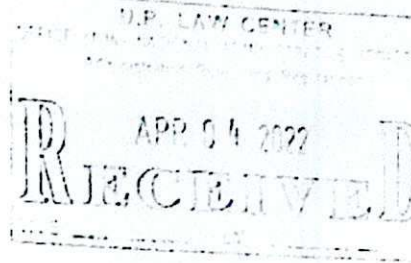
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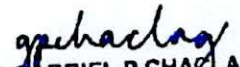

# Bureau of Corrections

## STANDARD PROTOCOL ON THE UTILIZATION AND MAINTENANCE OF BUCOR VEHICLES


Document Reference Code <b>BUC-DA-MC-049</b>	
Revision No. <b>0</b>	Date <b>4/4/22</b>
Effective Date <b>19 APR 2022</b>	
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### APPROVAL

Prepared By:	Recommended By:	Approved By:
MECHANICAL ENGINEERING SECTION, GENERAL SERVICES DIVISION		
Submitted By:		
 CTIC/PT JOHN PAULO SANTOS Director, Directorate for Administration	 ASEC GABRIEL P CHACRAG CHAIRMAN, DPMB/ Command Group	 USEC SERENO V. BANTAG DIRECTOR GENERAL

"Reforming Lives, Community Thrives"

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DA-MC-04</b> <i>g</i>									
	<h2>STANDARD PROTOCOL ON THE UTILIZATION AND MAINTENANCE OF BUCOR VEHICLES</h2>	<table border="1"> <tr> <td>Revision No.</td> <td>Date</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">4/4/22</td> </tr> <tr> <td colspan="2">Effective Date</td> </tr> <tr> <td colspan="2" style="text-align: center;">19 APR 2022</td> </tr> <tr> <td colspan="2" style="text-align: center;">Page 2 of 26</td> </tr> </table>	Revision No.	Date	0	4/4/22	Effective Date		19 APR 2022		Page 2 of 26
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### 1. REFERENCES

- 1.1. R.A. No. 4136 "An Act Compile the Laws Relative to Land Transportation and Traffic Rules, to Create a Land Transportation Commission and for Other Purposes" approved June 20, 1964;
- 1.2. PD No. 1445 "Ordaining and Instituting a Government Auditing Code of the Philippines" dated June 11, 1978;
- 1.3. Administrative Order No. 239 dated September 15, 2008 re: Prohibiting the Use of Government Vehicles for Purposes other than Official Business, and for other purposes;
- 1.4. Bureau of Corrections Quality Manual (Procedure and Work Instruction Manual) PAWIM, Transportation Services, (BUC-STO-PR-015) dated January 05, 2018; and
- 1.5. Manual on Audit for Fuel Consumption of Government Motor Vehicles and Commission on Audit Circular No. 77-61 dated September 1977.

### 2. RATIONALE

Enhancement of the current procedures in the utilization and maintenance of BuCor Vehicles is imperative to establish a standard protocol on utilization, repair, and maintenance that will address issues and concerns in using BuCor Vehicles.


### 3. OBJECTIVE

To establish a Memorandum Circular that shall constitute a standard protocol on the proper handling, utilization, repair, and maintenance of all BuCor Vehicles.

### 4. SCOPE

This Memorandum Circular applies to all BuCor personnel, including contractual, job orders, and all other individuals authorized to make use or maintain BuCor Vehicles.


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### 5. DEFINITION OF TERMS

For this Memorandum Circular, the following definitions are hereby adopted:

- 5.1. **BuCor Vehicle/s** – refers to motor vehicles that were procured and acquired by the Bureau of Corrections (BuCor) including those vehicles donated in favor of the agency.
- 5.2. **Driver/s or Official Driver/s** – refers to Bureau of Corrections (BuCor) personnel duly authorized to drive and with a valid professional driver's license with corresponding restrictions issued by the Land Transportation Office (LTO).
- 5.3. **Standard Protocol** – refers to a fixed and mandated procedure for completing a task.
- 5.4. **Official Travel/Business** – refers to the authorization given to BuCor personnel and other authorized individuals supported with a Special Order indicating a specific purpose and scope for a particular task for the Bureau of Corrections.
- 5.5. **Special Order** – refers to an order indicating a set of instructions issued by BuCor Top Management in a particular situation or under special instruction.
- 5.6. **Donee** – refers to BuCor office/s as the recipient of donations.
- 5.7. **Donor** – refers to Government Organizations (GOs), Non-Government Organizations (NGOs), Local Government Units (LGUs), organizations, institutions, corporations and individuals that voluntarily donate to BuCor.
- 5.8. **Authorized Passenger** – refers to the BuCor employee and other individuals authorized by higher authority to utilize BuCor Vehicles.
- 5.9. **Trip Ticket** – refers to the official form utilized by the Transportation Unit indicating specific information about the  
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use of BuCor Vehicle for official travel except vehicle issued to BuCor personnel/office.

- 5.10. **Daily Inspection Checklist** – refers to the daily checklist that details the parameters of the BuCor Vehicle determining its operating condition and roadworthiness before and after official travel.
- 5.11. **Higher Authority** – refers to BuCor Top Management
- 5.12. **Chief, Transportation Unit** – refers to the Officer authorizing the use of BuCor vehicle under the custody of the Transportation Unit for official travel.
- 5.13. **Land Transportation Office (LTO)** – refers to an agency of the Philippine government under the Department of Transportation responsible for all land transportation in the Philippines.
- 5.14. **Total Productive Maintenance** – refers to the proactive and preventive maintenance of all BuCor Vehicles.
- 5.15. **Motor Pool** – refers to the area where motor vehicles are parked, repaired and made available for use.
- 5.16. **Maintenance Index Card** – refers to the Index Card that contains relevant information and the maintenance schedule of BuCor Vehicles.
- 5.17. **Preventive Maintenance Schedule** – refers to the regular maintenance of all BuCor Vehicles to keep them running and prevent any costly unplanned downtime from unexpected vehicle breakdown.


## 6. GUIDELINES

### 6.1. Utilization of BuCor Vehicle

6.1.1. **Specific Guidelines** – the following guidelines shall be strictly observed while utilizing BuCor Vehicles:

- 6.1.1.1. All BuCor Drivers/Official Drivers must possess a valid professional driver's

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license with corresponding restrictions issued by the Land Transportation Office (LTO).


Restriction Code	Allowed Vehicles
Restriction 1	Motorbikes or motorized tricycles
Restriction 2	Motor vehicles up to 4500 kg GVW
Restriction 3	Motor vehicles above 4500 kg GVW
Restriction 4	Automatic transmission up to 4500 kg GVW
Restriction 5	Automatic transmission above 4500 kg GVW
Restriction 6	Articulated Vehicle 1600 kg GVW & below
Restriction 7	Articulated Vehicle 1601 kg up to 4500 GVW
Restriction 8	Articulated Vehicle 4501 kg & above GVW

6.1.1.2. BuCor Official Drivers must wear proper uniforms, must be free from the influence of alcoholic beverages and illegal drugs while driving BuCor Vehicles and must abide by the traffic rules and regulations at all times.

6.1.1.3. After the conduct of a formal investigation, BuCor Official Driver/s may be held liable for damages incurred to the BuCor Vehicle during official travel.

6.1.1.4. In case of damages incurred during unofficial use of BuCor Vehicle, repair and restoration shall be at the account of the driver and/or his/her superior, if the travel is upon instruction of the latter.


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The driver and his/her superior can be held criminally, civilly and administratively liable.

- 6.1.1.5. All BuCor Vehicles shall be utilized for official travel. Only official drivers and authorized passengers with Special Order or Office Instruction shall be onboard. Except, in case of matters affecting life and death situations or authorized by higher authority.
- 6.1.1.6. BuCor Vehicles shall be parked in the specific parking area at the Motor Pool after the official travel and keys shall be properly turn-over at the Transportation Unit.
- 6.1.1.7. If the BuCor Vehicle is borrowed by any BuCor Office with an official driver not from the Transportation Unit, it shall be returned after the official travel as indicated in the Special Order.
- 6.1.1.8. The Transportation Unit shall maintain a logbook of all official travels.
- 6.1.1.9. The General Services Division (NHQ) shall be responsible for the official markings of all BuCor Vehicles subject to the approval of the Director General.
- 6.1.1.10. Registration of BuCor Vehicles shall be made two (2) months prior to its expiration.
- 6.1.2. **Request for the use of BuCor Vehicle** – these guidelines outline the specific procedures for the use of BuCor Vehicles.


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- 6.1.2.1. In requesting the use of BuCor Vehicle, the concerned Office/Personnel shall accomplish the Request for the Utilization of BuCor Vehicle (Annex "A").
- 6.1.2.2. Transportation Unit shall verify the availability and condition of the BuCor Vehicle requested. In case the requested vehicle is unavailable, an alternative vehicle shall be recommended. For instances of unavailability or non-utilization of BuCor vehicle, a Certification shall be issued thereof (Annex "B").
- 6.1.2.3. Upon the availability of the requested BuCor Vehicle, the Transportation Unit shall schedule and prepare a Trip Ticket (Annex "C") serially numbered and duly signed by the authorized official and assigned a driver for the scheduled travel.
- 6.1.2.4. The BuCor Official Driver shall make sure that it was thoroughly inspected by the Vehicle Maintenance Team through a Daily Inspection Checklist (Annex "D").
- 6.1.2.5. After the trip, the Passenger/s must accomplish the Trip Ticket and rate the driver's performance.
- 6.1.2.6. The official driver shall indicate in the Trip Ticket and inform the BuCor Vehicle Maintenance Team of all vehicle mechanical issues encountered before, during, and after travel for appropriate action. Thereafter, the vehicle shall be cleaned and disinfected in preparation for the next scheduled trip.


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- 6.1.2.7. The driver shall submit all related documents of the official travel to the Staff, Transportation Unit for filing and reference purposes.
  - 6.1.2.8. Monthly report of Official Travels shall be coursed through the Mechanical Engineering Section for record purposes to be submitted to the General Services Division.
  - 6.1.2.9. If involved in a vehicular accident, reports with documentation of the travel shall be submitted by the Transportation Unit to the General Services Division within 24 hours.
  - 6.1.2.10. The Supply Division as the Office of Primary Responsibility for the disbursement of fuel consumption shall prepare and submit reports to the proper authority for disposition.
- 6.2. **Repair and Maintenance** – these guidelines outline the specific procedures in the Conduct of BuCor Vehicle repair and maintenance.
- 6.2.1. **Regular Maintenance of BuCor Vehicles** – to ensure safety and good condition, all BuCor Vehicles shall undergo inspection using the Daily Inspection Checklist (Annex “D”) and Vehicle Preventive Maintenance Schedule Form (Annex “E”).
  - 6.2.2. A Maintenance Card for each vehicle shall be kept, to ensure that preventive maintenance is being conducted including those assigned to BuCor Offices and Personnel.

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6.2.3. For BuCor Vehicle issued to BuCor Office/Personnel that is beyond the control of the Transportation Unit;

6.2.3.1. The Mechanical Engineering Section shall issue a Notice (Annex "F") to the concerned Office/Personnel for the conduct of scheduled preventive maintenance. Upon the issuance of the notice, the BuCor Vehicle shall be turned over to the Transportation Unit.

6.2.3.2. Upon reaching the required mileage, the concerned Office/Personnel shall turn over the BuCor Vehicle to the Transportation Unit for the conduct of preventive maintenance. If not turned over, they shall be held liable for the damage incurred for the non-conduct of maintenance due to mileage


6.2.3.3. The concerned Office/Personnel shall be responsible for the daily maintenance check-up of the issued BuCor Vehicle and for reporting mechanical issues and damages to the Transportation Unit for disposition.

6.2.4. A buffer of commonly worn-out spare parts shall always be available to ensure immediate repair of unserviceable vehicles.

6.2.5. A database shall be created to monitor and assess the durability of vehicle spare parts due to wear and tear, and the same will also serve as a basis for procurement.

6.3. **BuCor Vehicle Service Repair** – the following procedures shall be observed for the repair of BuCor Vehicles.

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6.3.1. The BuCor Official Driver/End User shall immediately report vehicle mechanical issues and damages to the Mechanical Engineering Section through the Job Order Request Form (Annex "G").


6.3.1.1. The Transportation Unit shall assess the condition of the vehicle.

6.3.1.1.1. For minor repairs, it shall be done immediately without delay. In case procurement is necessary due to the unavailability of spare parts or other supplies, the Mechanical Engineering Section shall endorse them to the designated Special Disbursement Officer of the GSD for acquisition. Upon acquisition of the requested parts, the Transportation Unit conducts the repair.

6.3.1.1.2. For major repairs, the Transportation Unit prepares a Repair Inspection Report (RIR), Proposed Repair Plan (PRP), and Purchase Request (PR) and submits them to the Chief GSD through the Mechanical Engineering Section.

6.3.1.1.3. The Chief GSD reviews the submitted RIR, PRP, and PR. If there are questions and revisions, the Chief, GSD discusses them with the Mechanical Engineering


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Section. Upon approval, GSD prepares a Disposition Form and submits it to the Supply Division/BAC Secretariat for procurement.

- 6.3.1.1.4. For in-house repair, upon delivery of the requested parts and materials, the Transportation Unit conducts the repair.
- 6.3.1.1.5. For Outside Repair, upon approval of the contract for the outside repair, the Transportation Unit facilitates repair by the Contractor.
- 6.3.1.1.6. After the major repair, the Transportation Unit prepares an Accomplishment Report and a Waste Material Report (if applicable), and submits them to the Chief, GSD through the Mechanical Engineering Section.
- 6.3.1.1.7. The Inspection Committee together with the End-user inspects the repaired Vehicle. Further, they shall certify that the repair is completed and prepare an Inspection and Acceptance Report (IAR) to be submitted to the Mechanical Engineering Section.

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6.3.1.1.8. The Chief, Mechanical Engineering Section shall regularly submit accomplishment reports to the General Services Division for information.

### 7. FINANCIAL CLAUSE

All expenses incidental thereto shall be charged from the funds of this bureau subject to the usual accounting and auditing procedures.

### 8. SEPARABILITY CLAUSE

In the event that any provisions of this Memorandum Circular are declared illegal or rendered invalid by any competent authority, the provisions not affected thereby shall remain valid and effective.


### 9. REPEALING CLAUSE

All BuCor issuances/directives or parts thereof that are inconsistent with the provisions of this Memorandum Circular are hereby deemed repealed and modified accordingly.

### 10. EFFECTIVITY

This Memorandum Circular shall take effect after 15 days from filing a copy at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987.


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### ANNEXES

- 10.1. ANNEX "A" –Request for the Utilization of BuCor Vehicle
- 10.2. ANNEX "B" – Certification (Not Utilizing a Government Service Vehicle)
- 10.3. ANNEX "C" – Trip Ticket
- 10.4. ANNEX "D" – Daily Inspection Checklist
- 10.5. ANNEX "E" – Vehicle Preventive Maintenance Schedule
- 10.6. ANNEX "F" – Notice for the Conduct of Preventive Maintenance
- 10.7. ANNEX "G" – Job Request Form (Repair of BuCor Vehicle)
- 10.8. ANNEX "H" – Process Flowchart (Request for the Utilization of BuCor Vehicle)
- 10.9. ANNEX "I" – Process Flowchart (BuCor Vehicle Service Repair)


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**ANNEX "A"**

Bureau of Corrections Directorate for Administration <b>GENERAL SERVICES DIVISION</b> Muntinlupa City GSD (8659-0650), MES/Transportation Unit (8519-0702)	
	Date: _____
FOR :	Chief, Transportation Unit
SUBJECT :	Official Business Trip request for utilization of BuCor Vehicle
<b>REQUEST FOR THE UTILIZATION OF BUCOR VEHICLE</b>	
<b>DETAILED DESCRIPTION OF OFFICIAL BUSINESS TRIP REQUESTED</b>	
NAME OF PASSENGER(S) :	_____
OFFICIAL DESTINATION'S EXACT ADDRESS :	_____
PURPOSE OF OFFICIAL BUSINESS TRIP :	_____
DATE OF O.B. TRIP :	_____ DEPARTURE TIME FROM BUCOR NHQ : _____
<p>Note: Requesting party shall inform the Transportation Unit (TU) dispatcher/chief if the scheduled trip is postponed or canceled. If the passenger does not show up after the TU official driver has waited for the passenger at the NBP TU office for one (1) hour after the time of departure, this OB Trip Request shall be considered <b>CANCELLED</b>, and the vehicle can be assigned to other offices requesting for a vehicle.</p>	
<b>FROM:</b>	
REQUESTER NAME :	_____ SIGNATURE : _____
OFFICE/DIVISION :	_____ CONTACT/OFFICE NO. : _____
CHIEF OF OFFICE/DIVISION :	_____ SIGNATURE : _____
Received @ Transportation Unit :	_____
Date/Time Received :	_____
Received By :	_____

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**ANNEX "B"**

Date: \_\_\_\_\_

**CERTIFICATION**

This is to **CERTIFY** that the BuCor Personnel indicated below will not utilize a government service vehicle from the Transportation Unit Office from NBP RESERVATION MUNTINLUPA CITY to (indicate destination) on (indicate the date of trip) and from (indicate place of origin) to NBP RESERVATION MUNTINLUPA CITY on (indicate the date of arrival).

Name of passenger


- 1.
- 2.
- 3.
- 4.
5. .... xxxx.....

Issued this \_\_\_ day of \_\_\_\_\_ at NBP Muntinlupa City for whatever legal purpose it may serve.

\_\_\_\_\_  
(Chief, Transportation Unit)

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**ANNEX "C"**



Republic of the Philippines  
**BUREAU OF CORRECTIONS**  
Muntinlupa City

**DRIVER'S TRIP TICKET**

ETD \_\_\_\_\_



CONTROL NO. \_\_\_\_\_

**A. To be filled-up by the DESIGNATED OFFICIAL authorizing the official travels.**

1. NAME OF DRIVER OF VEHICLE: \_\_\_\_\_
2. GOV'T CAR TO BE USED/VEHICLE PLATE NO.: \_\_\_\_\_
3. NAME OF AUTHORIZED PASSENGERS: \_\_\_\_\_
4. PLACE/S TO BE VISITED OR INSPECTED: \_\_\_\_\_
5. PURPOSE: \_\_\_\_\_

*Chief, Transportation Unit*

**B. To be filled-up by Driver.**

	1st Trip	2nd Trip
1. Time of departure from office/garage:	_____	_____
2. Time of arrival back to office/garage:	_____	_____
3. Gasoline/Diesel issued:	_____	_____
a) Balance in tank. (li.)	_____	_____
b) Purchased during the trip	_____	_____
TOTAL	_____	_____
c) Deduct used during the trip	_____	_____
d) Balance in tank at the end of the trip	_____	_____
4. Gear oil issued (li.)	N/A	N/A
5. Lubricating oil issued (li.)	N/A	N/A
6. Grease issued (g.)	N/A	N/A
7. Odometer reading (km)	_____	_____
a) At the beginning of the trip	_____	_____
b) At the end of the trip	_____	_____
c) Distance travelled	_____	_____

**Legend: Gasoline/Diesel Consumption:**

E	1	2	3	4	5	6	7	8	9	F
For gauges that are not functional put <b>N/A</b>										

E - EMPTY  
HF - HALF FULL  
F - FULL

**Remarks:** \_\_\_\_\_

*I hereby certify to the correctness of the above statement regarding the record of travel.*

Driver: \_\_\_\_\_

Guard on Duty: \_\_\_\_\_    Date/Time: \_\_\_\_\_

*I hereby certify that I used this car on Official Business as stated.*

Name and Signature of Passenger No. 1 \_\_\_\_\_

Name and Signature of Passenger No. 2 \_\_\_\_\_

Name and Signature of Passenger No. 3 \_\_\_\_\_

Name and Signature of Passenger No. 4 \_\_\_\_\_

Name and Signature of Passenger No. 5 \_\_\_\_\_

NOTE TO DRIVER: Return first copy of trip ticket to office for proper filing.

NOTE TO MAIN GATE OFFICER ON DUTY: Kindly write name of actual passengers not included in this trip ticket.

Requesting Office	Date/Time	Rating(%)	Name and Signature of Representative/Client
	Recived		
	Acted		
	Completed		

Remarks: \_\_\_\_\_

Noted By: \_\_\_\_\_

Chief, Transportation Unit

95% - 100% - Excellent      85% - 94% - Very Satisfactory      75% - 84% - Satisfactory

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Revision No.

*0*

Date

*4/4/22*

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### ANNEX "D"

#### DAILY INSPECTION CHECKLIST

VEHICLE PLATE NO. \_\_\_\_\_

MONTH \_\_\_\_\_

Date	CHECK/ADD (if necessary)						Check				Time Checked/Initial of Inspector	
	Gear and engine oil	Fuel	Brake Fluid	Radiator Water	Windscreen Water	Wiper Blades	Inflate Tires to Proper Pressure	Fan Belt	Brakes	Lights		Battery
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
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Remarks: \_\_\_\_\_


Recommendation: \_\_\_\_\_

CHECKED/INSPECTED BY: \_\_\_\_\_

SUPERVISED BY: \_\_\_\_\_

Chief, Mechanic



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**ANNEX "F"**

**Notice for the Conduct of Preventive Maintenance**

**FOR/TO** : \_\_\_\_\_

**FROM** : **GENERAL SERVICE DIVISION – TRANSPORTATION UNIT**

**SUBJECT** : **PERIODIC MAINTENANCE OF BUCOR VEHICLES**

**DATE** : \_\_\_\_\_

---

- The Transportation Unit would like to inform you that the service vehicle/s assigned in your office is scheduled for preventive maintenance. Kindly make your vehicle available for preventive maintenance works at the Transportation Unit on any working hours (indicate the date of scheduled maintenance).
- For guidance and compliance. Thank you.


Respectfully,

\_\_\_\_\_  
**Chief Maintenance Transportation Unit**


Noted By:

\_\_\_\_\_  
**Chief, Mechanical Engineering Section**

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	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-DA-MC-04</b> <i>jr</i>
	<h2>STANDARD PROTOCOL ON THE UTILIZATION AND MAINTENANCE OF BUCOR VEHICLES</h2>	Revision No. <b>0</b> Date <b>4/4/22</b>
		Effective Date <b>19 APR 2022</b>
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**ANNEX "G"**

 <p style="margin: 0;">Bureau of Corrections Directorate for Administration <b>GENERAL SERVICES DIVISION</b> Muntinlupa City <small>GSD (8659-0833), CFS (8831-0650), EES (8555-0522), MES (8519-0702)</small></p>													
JOB REQUEST FORM													
CRTI No. _____	Date: _____												
<b>FDR :</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Civil Engineering Section  <input type="checkbox"/> building maintenance   <input type="checkbox"/> Fire-fighting Section   <input type="checkbox"/> Crematorium and NBP Cemetery   <input type="checkbox"/> Waste Management Section         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Electrical Engineering Section  <input type="checkbox"/> electrical  <input type="checkbox"/> telephone  <input type="checkbox"/> water   <input type="checkbox"/> Mechanical Engineering Section  <input type="checkbox"/> transportation  <input type="checkbox"/> air-conditioning  <input type="checkbox"/> blacksmith         </td> </tr> </table>		<input type="checkbox"/> Civil Engineering Section <input type="checkbox"/> building maintenance  <input type="checkbox"/> Fire-fighting Section  <input type="checkbox"/> Crematorium and NBP Cemetery  <input type="checkbox"/> Waste Management Section	<input type="checkbox"/> Electrical Engineering Section <input type="checkbox"/> electrical <input type="checkbox"/> telephone <input type="checkbox"/> water  <input type="checkbox"/> Mechanical Engineering Section <input type="checkbox"/> transportation <input type="checkbox"/> air-conditioning <input type="checkbox"/> blacksmith										
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<b>DESCRIPTION OF WORK TO BE PERFORMED</b> <input type="checkbox"/> Preventive maintenance <input type="checkbox"/> by-admin repair <input type="checkbox"/> Emergency Request <input type="checkbox"/> Others, specify: _____													
DETAILS: _____													
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><b>Requested by:</b></td> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">NAME &amp; SIGNATURE/OFFICE</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">DATE &amp; TIME</td> </tr> <tr> <td><b>Received by:</b></td> <td style="border-bottom: 1px solid black; text-align: center;">NAME &amp; SIGNATURE</td> <td style="border-bottom: 1px solid black; text-align: center;">DATE &amp; TIME</td> </tr> <tr> <td><b>Acted by:</b></td> <td style="border-bottom: 1px solid black; text-align: center;">NAME &amp; SIGNATURE</td> <td style="border-bottom: 1px solid black; text-align: center;">DATE &amp; TIME</td> </tr> <tr> <td><b>Completed by:</b></td> <td style="border-bottom: 1px solid black; text-align: center;">NAME &amp; SIGNATURE</td> <td style="border-bottom: 1px solid black; text-align: center;">DATE &amp; TIME</td> </tr> </table>		<b>Requested by:</b>	NAME & SIGNATURE/OFFICE	DATE & TIME	<b>Received by:</b>	NAME & SIGNATURE	DATE & TIME	<b>Acted by:</b>	NAME & SIGNATURE	DATE & TIME	<b>Completed by:</b>	NAME & SIGNATURE	DATE & TIME
<b>Requested by:</b>	NAME & SIGNATURE/OFFICE	DATE & TIME											
<b>Received by:</b>	NAME & SIGNATURE	DATE & TIME											
<b>Acted by:</b>	NAME & SIGNATURE	DATE & TIME											
<b>Completed by:</b>	NAME & SIGNATURE	DATE & TIME											
WORK RATING													
<input type="checkbox"/> 95% - 100% Excellent <input type="checkbox"/> 80% - 84% Satisfactory <input type="checkbox"/> 85% - 94% Very Satisfactory <input type="checkbox"/> 75% - 79% Good													
REMARKS													
<div style="border: 1px solid black; min-height: 40px;"></div>													

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# Bureau of Corrections

Document Reference Code  
**BUC-DA-MC-049**

## STANDARD PROTOCOL ON THE UTILIZATION AND MAINTENANCE OF BUCOR VEHICLES

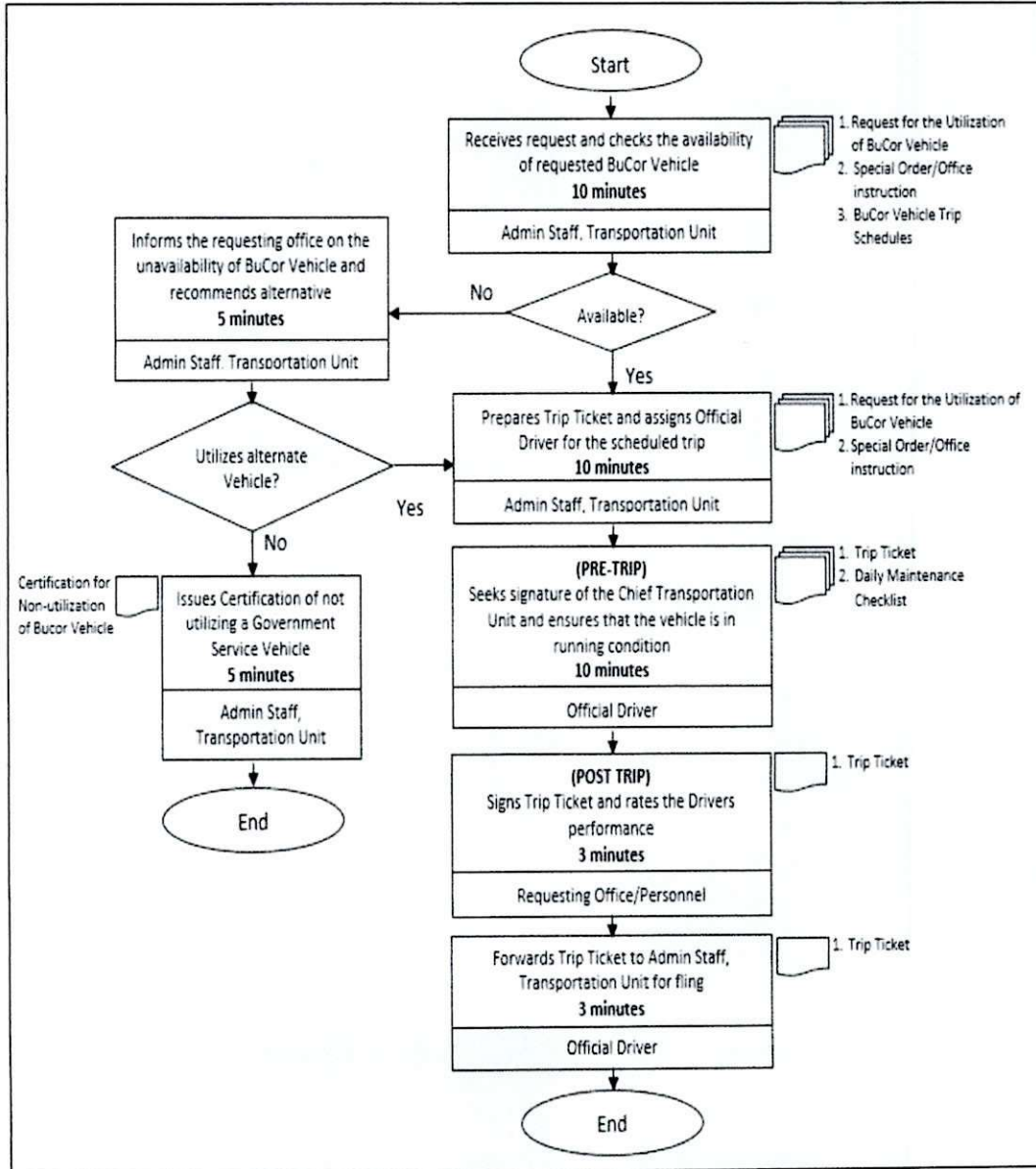
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**17 9 APR 2022**


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### ANNEX "H"

#### Request for the Utilization of BuCor Vehicle

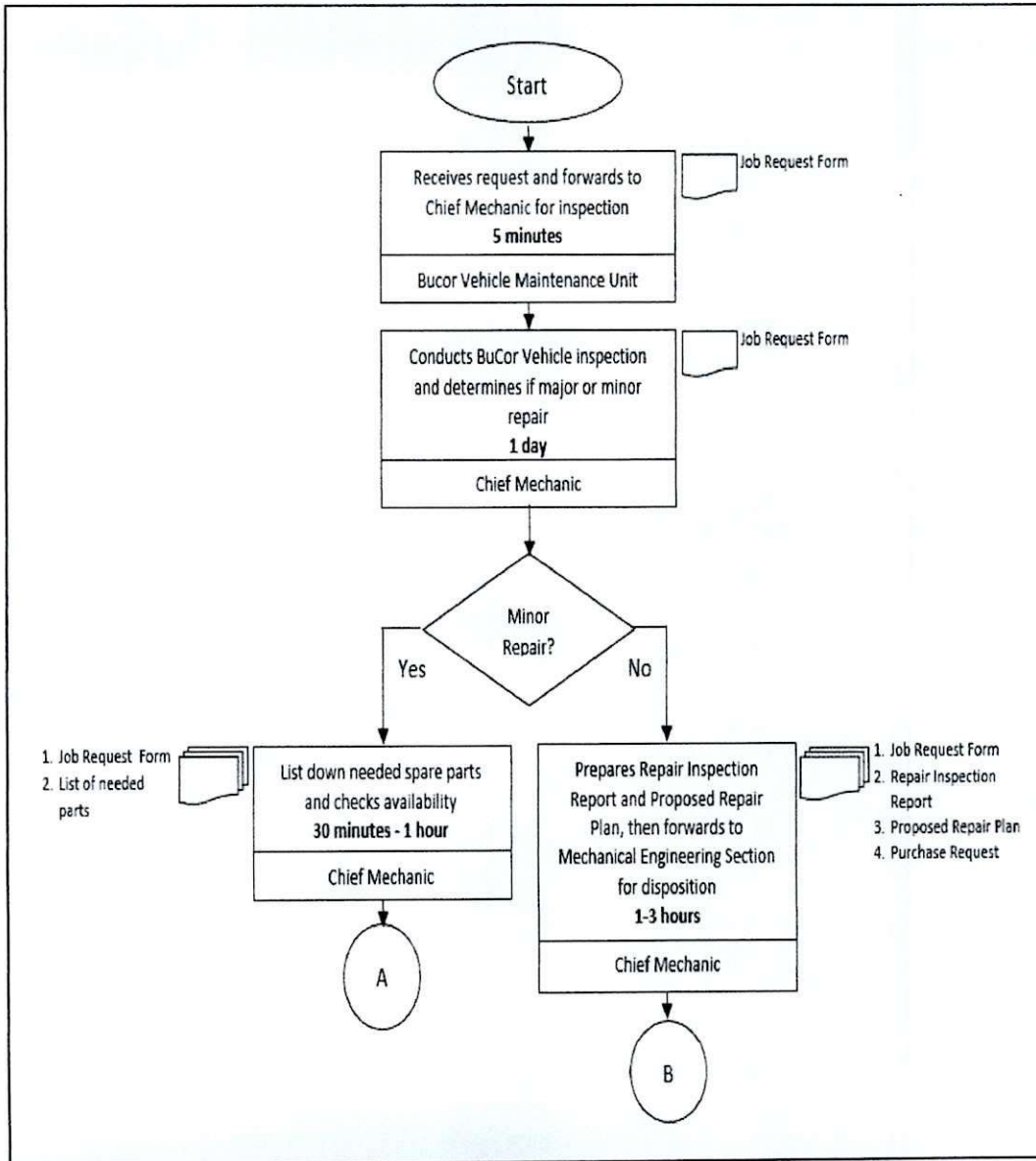


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**ANNEX "I"**

**VEHICLE SERVICE REPAIR**



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# Bureau of Corrections

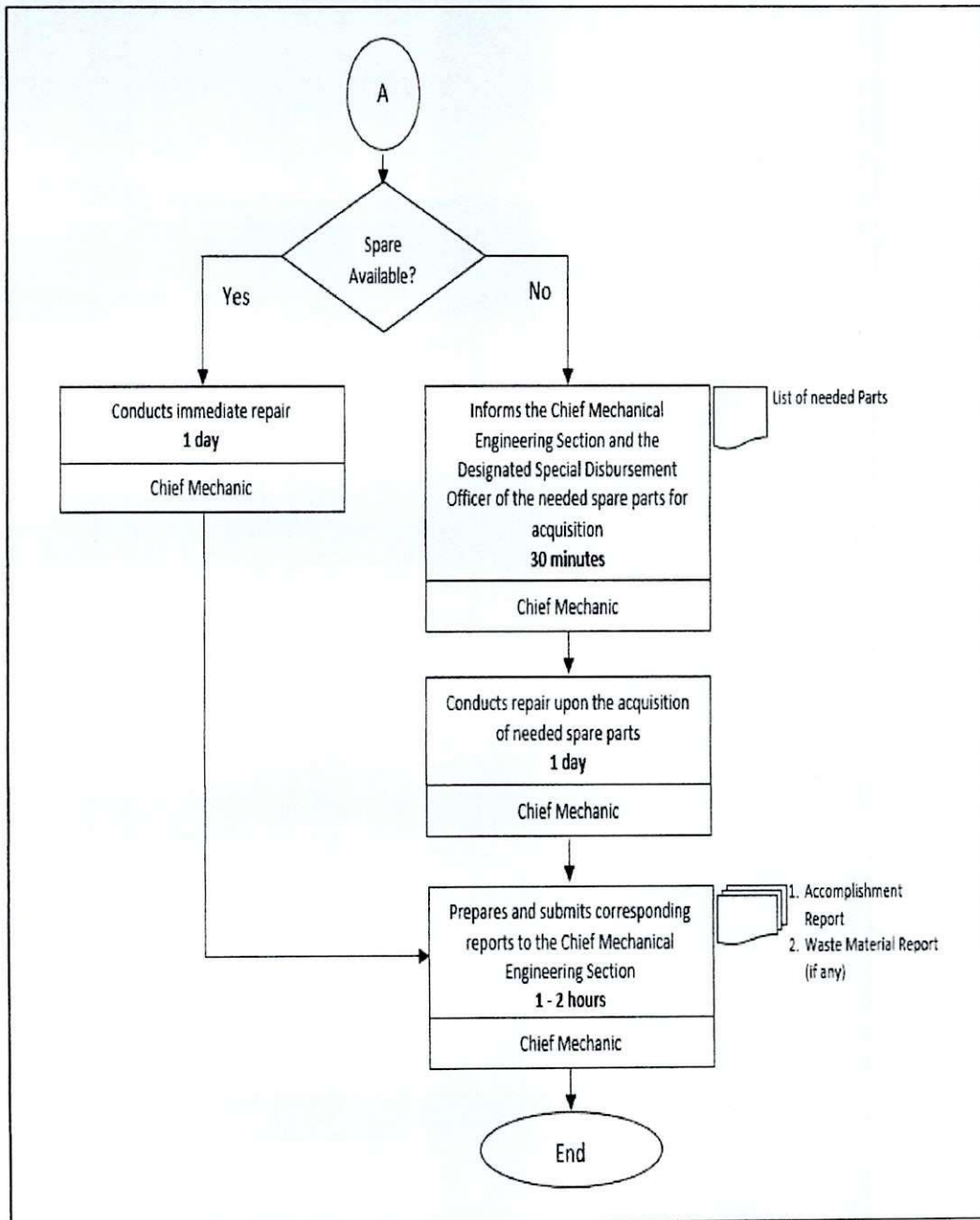
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## STANDARD PROTOCOL ON THE UTILIZATION AND MAINTENANCE OF BUCOR VEHICLES

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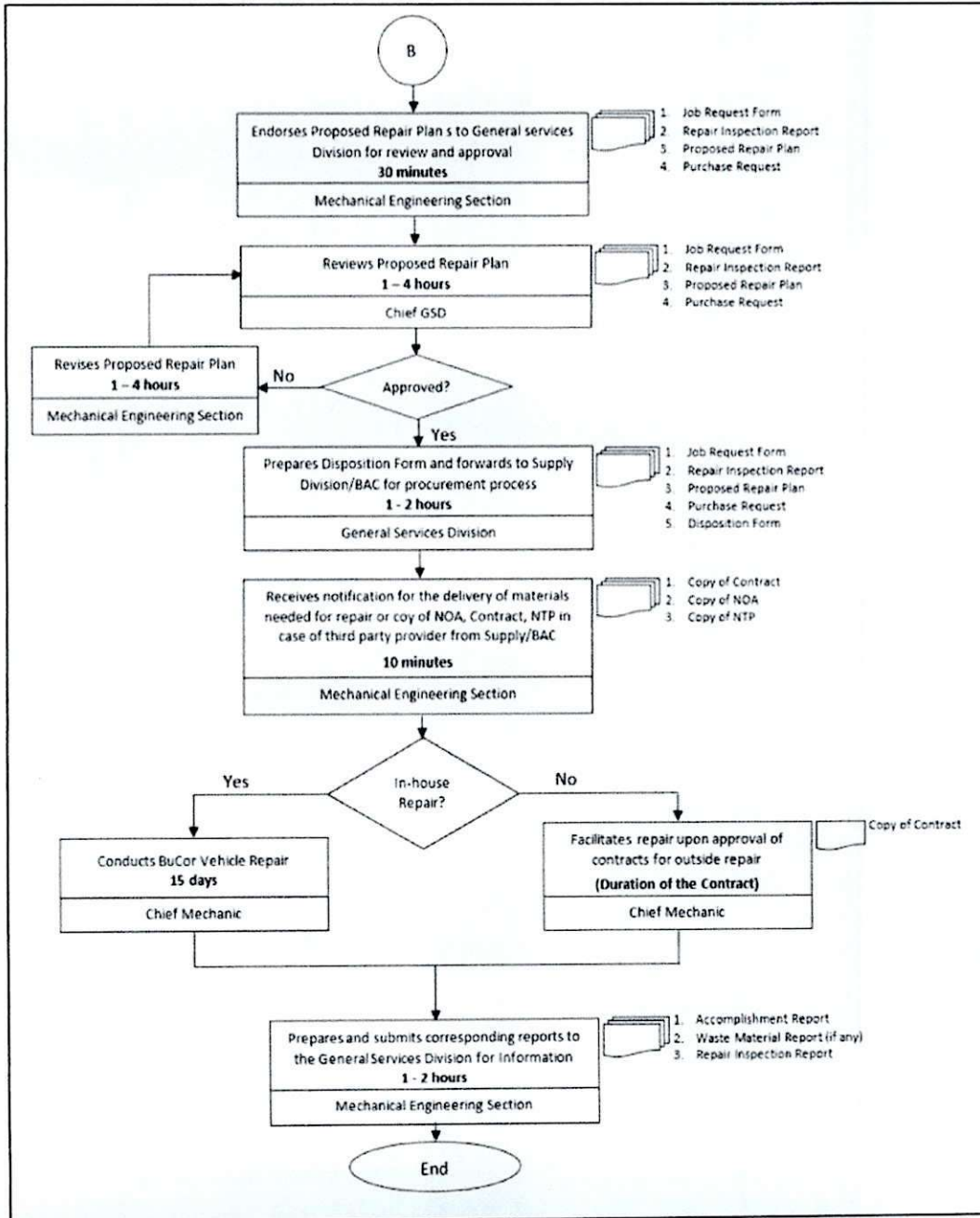
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**BUC-DA-MC-04** *gr*

## STANDARD PROTOCOL ON THE UTILIZATION AND MAINTENANCE OF BUCOR VEHICLES


Revision No. **0** Date **4/4/22**

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**ACKNOWLEDGEMENT**

The Memorandum Circular on Standard Protocol on the Utilization and Maintenance of BuCor Vehicles would not have been realized without the enthusiasm, patience, and expertise of the highly appreciated members of the **Doctrine and Policy Making Board (DPMB)**:

**USEC. GERALD Q BANTAG**  
Director General

**ASEC GABRIEL P CHACLAG**  
Chairperson, DPMB

**Members**

**CT/CSUPT JOHN PAUL O SANTOS, PhD., LL.B., CSP**  
Acting Director, Directorate for Administration

**C/CSUPT VICTOR ERICK L PASCUA**  
Director, Directorate for Security and Operations

**CT/CSUPT MARIA FE R MARQUEZ**  
Director, Directorate for Reformation

**CT/SSUPT RICARDO S ZULUETA**  
Director, Directorate for Reception and Diagnostic


**C/CSUPT HENRY N FABRO**  
Director, Directorate for Health Services

**C/CSUPT JULIE MAY TAGUIAM, JD**  
Director, Directorate for External Relations

**MS. NORA CORAZON T PADIERNOS**  
Director, Directorate for Planning and Management

**ATTY. ROY P LAWAGAN**  
Chief, Legal Section Office

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		Effective Date <i>19 APR 2022</i>
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**SECRETARIAT:**

**C/SUPT ROY C VILLASI, LLB**  
Head Secretariat/Chief, PMDDD

MsMarites C. Magtalas  
Deputy Chief, PMDDD

**C/INSP CATHERINE D CAPANANG**

CO3 Mira Flor L Bayogo

CO3 Alleza E Bagnol

CO3 Noreen D Ramirez

CO1 Rafael M Mayo

CO1 Randy P Adores

CO1 Kathlene Rose P Pancho

CTO1 Renalyn E Capati

CO1 Khmerlou Rumbaoa

CO1 Aileen M Piayas

*“Reforming Lives, Community Thrives”*



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
NBP Reservation, Muntinlupa City, Philippines, 1776  
Telefax: +632-809-80-73



=====

**DOCTRINE AND POLICY MAKING BOARD (DPMB)**

=====

**DPMB RESOLUTION No. 2021-06**

**WHEREAS**, on December 16, 2021, the Doctrine and Policy Making Board, as part of its functions, convened and deliberated the Memorandum Circular on Standard Protocol on the Utilization and Maintenance of BuCor Vehicles during its 11<sup>th</sup> DPMB Meeting.

**WHEREAS**, the Memorandum Circular on Standard Protocol on the Utilization and Maintenance of BuCor Vehicles aims to provide specific procedures and guidelines relative to the proper handling, utilization, repair and maintenance of all BuCor Vehicles.

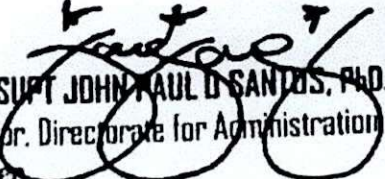
**WHEREAS**, on the same date, after deliberation and thorough review by the Doctrine and Policy Making Board (DPMB), **ADOPTED**, and recommended **APPROVAL** of the Memorandum Circular on Standard Protocol on the Utilization and Maintenance of BuCor Vehicles.


**NOW WHEREFORE**, the Board hereby resolves as it is hereby being **RESOLVED**, to **RECOMMEND** the approval of the Memorandum Circular on Standard Protocol on the Utilization and Maintenance of BuCor Vehicles.

**ADOPTED** this 16<sup>th</sup> day of December 2021 at the Bureau of Corrections, Muntinlupa City.

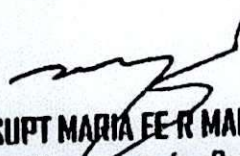
**DOCTRINE AND POLICY MAKING BOARD**

  
**ASEC GABRIEL P CHACRAG**  
Deputy Director General for Administration/Operations  
Chairperson


  
**CT/CSUPT JOHN PAUL D SANTOS, PhD., LL.B., CSP**  
Director, Directorate for Administration  
Member

  
**C/CSUPT VICTOR ERICK L PASCUA**  
Director, Directorate for Security and  
Operations  
Member


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**CT/CSUPT MARIA FERRER MARQUEZ, MNSA**  
Director, Directorate for Reformation  
Member

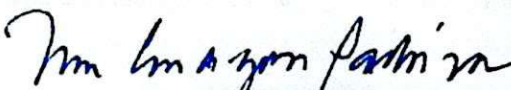


**C/CSUPT JULIE MAY C TAGUIAM, JD**  
Director, Directorate for External  
Relations  
Member

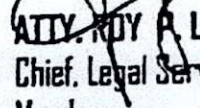


**CT/SSUPT RICARDO S ZULUETA**  
Director, Directorate for Reception and Diagnostic  
Member

**C/CSUPT HENRY N FABRO**  
Director, Directorate for Health and  
Welfare Services  
Member



**NORA CORAZON T/PADIERNAS**  
Director, Directorate for Planning and Management  
Member



**ATTY. ROY P. LA'WAGAN**  
Chief, Legal Service  
Member



**C/SUPT ROY C VILLASI, LLB**  
Head Secretariat/Chief, PMDDO

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