



July 28, 2017

DIVISION MEMORANDUM
NO. 217, s. 2017

GUIDELINES ON THE ISSUANCE OF VEHICLE STICKERS

To: OIC, Schools Division Superintendent
Chief, Curriculum and Implementation Division
OIC Chief, Schools Governance and Operation Division
All Education Program Supervisors
All Public Schools District Supervisors
All Senior High School Heads
All Elementary and Secondary School Heads
All Schools Division Office Personnel
All Concerned

1. With the end in view of ensuring agency's security and proper monitoring of all motorized vehicles going in and out of this office premises, please be informed that this office will issue vehicle stickers to specified DepEd employees.
2. The vehicle sticker is FREE. However, only one sticker per school will be issued. The requirements for issuance of sticker are as follows:
 - a. OR / CR;
 - b. PICTURE of Vehicle with Plate Number; and
 - c. Name of School and School Head
3. Government vehicle (with red plate) is in top priority however if the school has no government owned vehicle personal vehicle of the school heads will be considered.
4. Public Utility Vehicles, visitors that has transaction in this office, suppliers, concessioners will not be given stickers however drivers shall present their valid Ids and the guard on duty shall issue gate pass on them upon entry.
5. The office of the Administrative Officer will take charge of screening applications and controlling of the vehicle stickers while the Property and Supply Unit will administer the issuance of the said stickers starting August 1, 2017.
6. The validity of said sticker is only one (1) year.
7. The guard on duty is authorized to inspect the vehicle compartment and under chassis upon entry and exit in the office premises.

8. Drivers should park the vehicles at the designated areas on a first-come-first-served basis.
9. Furthermore, this office is not liable for any damage or loss of the vehicle or its contents, including but not limited to; force majeure, vehicular accident/collision, deliberately caused damage done by the other person.
10. Immediate dissemination of this Memorandum is desired.



CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent