



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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BY: _____	DATE <u>NOV 4 2025</u>
RELEASED	

October 23, 2025

OFFICE MEMORANDUM

No. 080, s. 2025

TO: All Chiefs of Division, Section Heads, and Unit Heads
This Office

SUBJECT: PRUDENCE IN THE USE OF GASOLINE ALLOCATION

In the interest of promoting fiscal discipline and efficient utilization of government resources, all concerned personnel are hereby reminded to exercise prudence and accountability in the use of gasoline allocated for official purposes.

The following guidelines shall be observed:

1. Gasoline shall be used strictly for official travel and authorized field operations.
2. Trip tickets and travel orders must be properly accomplished and approved prior to travel.
3. Proper recording and liquidation of fuel consumption must be done regularly.
4. Unnecessary trips and repeated travels to the same destination should be avoided.
5. Any misuse or wastage of gasoline allocation will be subject to administrative action in accordance with existing government rules and regulations.

All division, section, and unit heads are directed to ensure full compliance with this memorandum within their respective areas of responsibility.

For strict compliance.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

ZS-OM-OSDS-ADMIN-2025
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