Annex A

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

REQUEST FOR COMMON USE OF MOTOR VEHICLES

Date: _____

Date/s of Trip:	
Drop-off Location/s:	
Pick-up Point/s:	
Desired Time of Departure:	
Estimated Duration of Trip:	
Purpose:	
Number of Passenger/s:	
Passenger/s:	1.
	2.
	3.
	4.
	5.
	6.
	(attach additional list if necessary)

Requested by:

_____
Head of Office/Service/Division
(Position Title)

Evaluation and Approval

Recommendation:
[ ] For Approval
[ ] For Disapproval due to: _____
_____
_____

[ ] APPROVED

[ ] DISAPPROVED

PHILIP NIÑO P. TOPACIO
Head of the Administrative Service - General Service Division (AS-GSD)

FLORITA R. DE GUZMAN
Director for Administrative Service

(To be filled-out by the AS-GSD, if approved)

Name of Driver:	
Plate no. of vehicle to be used:	
Time of Departure:	
Remark/s, if any:	