



### 13. Request for Driver and/or Vehicle

This covers the receipt, processing, and approval of requests for drivers and/or vehicle use for authorized official trips of the Office of the Solicitor General.

It is intended to facilitate the transportation needs of OSG officials and employees in the performance of official duties, such as attending court hearings, meetings, official events, and other work-related activities requiring travel outside the office.

<b>Office or Division:</b>	General Services Section, Administrative Division, Human Resource Management and Administrative Services (HRMAS)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. <b>Letter Request</b> - One (1) original copy of the letter request	1. Requesting Employee
2. <b>Driver/Vehicle Request Form</b> - One (1) original copy of the Driver/Vehicle Request Form	2. <a href="#">OSG Intranet</a> (Under Administrative Service)
3. <b>Notice of Hearing</b> – One (1) copy of the Notice of Hearing, if applicable	3. Concerned Court
4. <b>Invitation</b> - One (1) copy of the invitation, if applicable	4. Event Organizer
5. <b>Travel Order/Authority</b> - One (1) copy of the Travel Order or Authority, if applicable	5. Division/Service Head

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter request, accomplished Driver and Vehicle Request Form (DVRF), and corresponding attachments at the HRMAS Front Desk, 2 <sup>nd</sup> Floor, Amorsolo Wing, OSG Main Building or 7 <sup>th</sup> Floor, One Stop Shop,	1. Receive the Letter Request, accomplished DVRF, and supporting documents.	None	5 minutes	Administrative Aide VI (or any designated Officer of the Day)
	a. Check that all required information is complete and accurate, then forward the letter request, DVRF, and supporting documents to		10 minutes	Administrative Aide VI (or any designated HRMAS staff)  Immediate Supervisor Responsible for Personnel



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Convergys Building.</p> <p>2. Wait while HRMAS and the concerned units verify, evaluate, and process the request.</p> <p>Provide additional information or clarification if requested by the concerned unit.</p>	<p>the Director for review and approval.</p>			<p>Designation – Director IV, HRMAS</p>
	<p>2.1. Evaluate the request, then forward it to the Administrative Division for appropriate action.</p>	<p>None</p>	<p>1 day</p>	<p>Director IV</p>
	<p>2.2. Review the request and assign it to the General Services Section for appropriate action.</p>	<p>None</p>	<p>1 hour</p>	<p>Chief Administrative Officer</p>
	<p>2.3. Evaluate the request and determine who will shoulder the transportation expenses. Then, endorse the request to the Dispatcher.</p>	<p>None</p>	<p>15 minutes</p>	<p>Administrative Officer V</p>
	<p>2.4. Assign the driver and/or vehicle, as required by the requesting employee. Then, endorse the request to the Chief Administrative Officer (CAO) for approval.</p>	<p>None</p>	<p>10 minutes</p>	<p>Dispatcher</p>
<p>2.5. Sign and endorse the request for approval of the HRMAS Director.</p>	<p>None</p>	<p>1 hour</p>	<p>Chief Administrative Officer</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6. Approve the request and forward the same to the GSS Dispatcher.	None	1 day	Director  Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
3. Receive confirmation of the approved request and coordinate with the assigned driver regarding the schedule and details of the official trip.	3. Inform the requesting office or employee of the approved trip schedule and the corresponding driver and/or vehicle assignment.	None	10 minutes	Dispatcher
<b>TOTAL</b>		<b>None</b>	<b>2 days and 170 minutes</b>	