

[**MEMORANDUM ORDER NO. 184, August 18, 2005**]

AMENDING THE GUIDELINES ON THE USE OF THE OFFICE OF THE PRESIDENT SHUTTLE SERVICE

SECTION 1. Memorandum Order No. 127 is hereby amended to read as follows:

I. PURPOSE

- a. To enhance the well-being and protect the welfare of Office of the President (COP) officials and employees;
- b. To ease their transport problem thereby improving efficiency, effectiveness and productivity;
- c. To ensure the proper utilization of the OP Shuttle Service and the maximization of its usage.

II. DEFINITION OF TERMS

- a. **Official Trip** - refers to trip sanctioned by the Office and related to the official functions / activities of the OP proper.
- b. **Special Trip** - refers to trip related to special activities not falling under the category of official or emergency trip.
- c. **Emergency Trip** - when the need is exceptionally urgent or absolutely indispensable or whenever the need cannot be delayed without causing detriment to public service.
- d. **Shuttle Service** - refers to the service vehicle provided by OP to transport authorized passengers in going to and from the OP premises from Mondays to Fridays.
- e. **Authorized Passengers** - refers to OP and other government personnel who are not entitled to Transportation Allowance (TA) and who wish to avail of the shuttle service.
- f. **Other Government Personnel** - refers to non-Or government employees who wish to avail of the shuttle service but only upon the approval of the proper authority as recommended by the Committee on Shuttle Service.
- g. **Fare** - amount to be collected as may be determined and approved by the proper authority from authorized passengers who will avail of the shuttle service.
- h. **COMMITTEE**- refers to the Committee on Shuttle Service.

PROPER AUTHORITY - may refer to the Senior Deputy Executive Secretary or Deputy Executive Secretary for Finance and Administration.

ROUTES - refers to the designated pick-up and drop off points of authorized passengers coming from the Malacañang premises to the point of destination & vice versa which maybe determined by the Committee on Shuttle Service from

time to time considering practicality and effectiveness as well as the safety of the passengers.

III. Routes

1. The Committee on Shuttle Service shall provide and determine the routes for each service bus the paramount consideration of which shall be its practicality and effectiveness as well as the safety of the passengers. These routes may be subject to change as far as practicable to conform to the preceding sentence.
2. In case of extreme urgency and necessity, such as during the occurrence of demonstrations, traffic re-routings, accidents, parades or processions, floods or any natural calamity and other unforeseen events, the shuttle service may deviate from the specified route provided by the Committee.

IV. Guidelines

1. OP Shuttle service shall operate during workdays, i.e. Monday to Friday. Drivers will be provided by the Malacanang Motor Pool (MMP) while guards on board / conductors by the Engineering Office.
2. OP Shuttle Service shall be for the exclusive use of **authorized passengers only** as herein defined. Companions are prohibited save in cases of emergency and in exceptional circumstances which require the prior notice and approval of the Committee. The use of the shuttle service by non-Or employees shall be allowed only upon the recommendation of the Committee and the approval thereof by the proper authority. At all times, OP employees shall be given preference or priority in the use of the said shuttle service.
3. A minimal fare of P10.00 per ride shall be charged to the authorized passengers. **Office ID** and the ticket will be the pass to board the Shuttle Service. Tickets shall be made available at the OP Cashier's Office. However, the Committee, after evaluation and deliberation, may recommend the increase or adjustment of the amount of fare at any given time subject to the approval of the proper authority.
4. The use of shuttle service shall be allowed for official trips only. Special trips may be allowed subject to the approval of the Senior Deputy Executive Secretary (SDES) and/or Deputy Executive Secretary for Finance and Administration (DESFA).
5. Official and Special Trips should be duly covered by Special Order (SO) and Travel Permit as may be provided in this guidelines.
6. The Director, MMP shall evaluate the request based on the following criteria:
 - a. availability of vehicles and/or drivers on a first-come, first-served basis;
 - b. maximum of ten (10) hours travel time or a maximum of 300 km. traveling distance;
 - c. route of travel must be paved/concrete roads and regularly plied by commercial buses; and
 - d. when the use of a shuttle service shall be more advantageous than using public transportation.
7. Changes in the schedule, purpose and/or destination of the trip shall be allowed only if duly authorized by SDES/DESFA before the schedule trip.
8. While inside the bus, all passengers must observe the proper norms of conduct and code of ethics for public servants as provided for in the Civil Service Law, Rules and Regulations. Any violation thereof shall be dealt with accordingly.