

[MEMORANDUM ORDER NO. 127, December 15, 2003]

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

Purpose

- a. To enhance the well-being and protect the welfare of Office of the President (OP) 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.

Definition of Terms

- a. Official Trip – refers to a trip sanctioned by the Office and related to the official functions/activities of the OP proper.
- b. Special Trip – refers to a 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 vehicle service 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-OP government employees who wish to avail of the shuttle service only during return trips to the garage.
- g. Fare – amount to be collected from authorized passengers who will avail of the shuttle service.

Routes

1. The OP Shuttle service will have two routes with one (1) air-conditioned bus for each route:
 - a. Central area route Malacañang to SM Fairview & back Morning schedule
Waiting point : SM Fairview (along Regalado Ave.) Waiting Time & Departure : 5:00 – 5:30 am
 - b. South route Malacañang to Dasmariñas Town Proper and back Morning schedule
Waiting point : Dasmariñas Town Proper (in front of Holy Immaculate Conception Church) Waiting time & departure : 4:45 – 5:00 am
Afternoon schedule
Waiting point : Mabini Hall compound
Waiting time & departure : 5:00 – 5:30 pm

2. The designated pick-up points are as follows:
 - a. Central area route Malacañang to SM Fairview & back Pick-up points:
 1. Litex, Commonwealth Ave.
 2. Philcoa (Petro Gas Station)
 3. Delta (New Jacinto Food Center)
 4. SM Centerpoint(SM Skymart)
 - b. South route Malacañang to Dasmariñas Town Proper & back Pick-up points
 - 1) Pick-up points
 1. Imus (in front of PLDT along Aguinaldo Hi-way)
 2. SM Bacoor (in front of Meralco Bldg.
 3. Baclaran (in front of Seaside Market along service road)
 4. McDonalds, Taft Avenue cor. Quirino Ave.
 5. Metro Gas Station, Pedro Gil cor. Quirino Ave.

However, these routes are subject to change upon evaluation and recommendation of the Committee on Shuttle Service based on their practicality and effectiveness.

3. 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 its specified route. Guidelines
 1. OP Shuttle Service operates during workdays (Monday to Friday). Drivers and guards on board/conductors will be provided by the MMP.
 2. OP Shuttle Service shall be for the exclusive use of authorized passengers as herein defined. Companions are strictly prohibited.
 3. A minimal fare of P10.00 per ride will be charged from authorized passengers. Office ID and the ticket will be the pass to board the Shuttle Service. Tickets are available at the OP Cashier's Office.
 4. The use of OP 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 scheduled trip.
 8. Littering, smoking & drinking liquor inside the bus is strictly prohibited.

V. Procedures A. FOR OFFICIAL TRIPS

1. The Requesting Office submits a letter request addressed to the SDES/DESFA through the Director, MMP indicating the following information
 - a. Date of Use
 - b. Expected Time of Departure and return