



OUAD00-0620-0075
To authenticate this document,
please scan the QR Code



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0620-0075
MEMORANDUM
17 June 2020

For: **All DepEd Central Office Units and Employees**

Subject: **IMPLEMENTATION OF TRANSPORTATION ARRANGEMENTS
IN THE CENTRAL OFFICE DURING GENERAL COMMUNITY
QUARANTINE (GCQ)**

In accordance to Item No. 44 of Enclosure No. 1 of DepEd Order No. 11, s. 2020, DepEd offices and schools/CLCs are required to arrange/provide shuttle services or carpools to the transport personnel who are part of the skeleton workforce, to and from their residences and office workstations.

Further, considering that the Metro Manila and nearby Regions or suburbs are still under General Community Quarantine (GCQ), commissioned shuttle service as well as point-to-point transport services may still be provided for offices requiring employees to report physically, based on their appropriate and alternative work arrangements.

As such, the following protocol on the dispatch of drivers and service vehicles shall be implemented.

GENERAL GUIDELINES

1. DepEd shuttle service shall be for the exclusive use of authorized passengers only, as reflected on the schedule of workweek plan of the office concerned.
2. DepEd shuttle service shall operate during regular work days (i. e. Monday to Friday). In meritorious cases, special trips during Saturday, Sunday, and/or Legal Holiday, an Authority to Travel shall be required and to be attached in the Trip Ticket. Such special trips may be allowed subject to the approval of the head of office.
3. During weekends and holidays, the security guard on duty shall safekeep the keys. If the vehicles are spotted elsewhere during said days, the guard shall be held liable along with those drivers caught using the vehicle in



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Scan this QR Code to view
Videos and Magazines
of Major Programs



accordance with the service contract entered by the Government and security agency concerned.

4. Shuttle service drivers who have no means of transportation from their location during Community Quarantine, and whose residences are considered farther than other drivers' residences, may be allowed to drive home the assigned service vehicles, for cost-effectiveness and early transport of passengers. This provision will only be implemented pending the lifting of Community Quarantine in the entire NCR and nearby Regions.
5. Drivers assigned to shuttle service vehicles shall be entitled to overtime compensation, *subject to existing and relevant government policies on overtime pay*.
6. Each driver shall be responsible for the daily maintenance and roadworthiness of the assigned shuttle service as well as the care and custody of the vehicle's tools and accessories. In case of incident, damage, dent or sign of defect of the service vehicles, the driver concerned shall immediately submit report to the Chief of General Services Division, copy furnished the Central Safety and Security Office, for appropriate action.
7. The GSD dispatchers shall regularly inspect the shuttle service and shall ensure that the vehicles are in good running condition. Any mechanical or engine problems/defects reported by the assigned driver shall be validated and reported immediately to the Chief of General Services Division, for appropriate action.

I. SPECIFIC GUIDELINES/PROCEDURES

- a. Ten service vehicles will be initially deployed to serve skeleton employees at identified pick-up points. There will be 4 trips every day (2 trips for AM-2 trips for PM).
- b. The shuttle service drivers must likewise comply with the DOH containment protocols such as, but not limited to: observance of social distancing; body temperature checks; use of proper Personal Protective Equipment; and regular disinfecting (after every trip) of vehicles.
- c. Offices concerned shall submit a copy of work week plan schedules of employees including home address and mobile number to the GSD, c/o Ms. Mary Jane G. De Guzman, Administrative Officer IV, through email address mary.deguzman021@deped.gov.ph.
- d. Skeleton employees/staff must coordinate to GSD dispatchers for their transport arrangement. Dispatchers will assign drivers based on the submitted details on transport arrangement provided by the office concerned.
- e. Drivers assigned to the passengers' location/areas shall send confirmation via text messages to their respective passengers, for the details on transport/dispatch and pick up points.



- f. As courtesy to other skeleton employees who are expecting the shuttle service to be on time, there will be a ten (10) minutes waiting period. After the said period, the drivers assigned shall proceed to the next location of the skeleton staff/passengers.
- g. Passengers must inform dispatchers or drivers ahead of time if they will not be able to come due to personal reasons. As such, GSD could maximize the allowed number of passengers per vehicle.
- h. Bureaus, Services and other CO units with issued service vehicles may utilize their own drivers to transport/fetch the skeleton staff of their respective offices.

II. SHUTTLE SERVICE DRIVERS

- a. Drivers shall perform and discharge their duties with utmost courtesy to the employee-passengers, to their fellow motorists, to traffic enforcers. They shall avoid any act of recklessness which may unnecessarily put in danger, not only their respective service vehicles but more importantly, the lives and limbs of their passengers, the pedestrians and other road users.
- b. Drivers shall not give undue favor to the employees/passengers by extending the specified routes, “side trips” or to deviate from the original trip, merely to accommodate the request of the passengers.
- c. Drivers shall avoid any act which could result to wastage of fuel and other consumable items. When the service vehicles are not in use, they shall avoid prolonged engine running idle, except for the purpose of warming-up for 5 minutes. They shall switch on the vehicles air conditioning systems, only when necessary. They shall not use the vehicles as their “hang-out” or sleeping quarters.
- d. The shuttle drivers shall strictly observe the norms of conduct and code of ethics of public servants.

III. SHUTTLE ROUTES

The shuttle service runs from Monday to Friday, along the following routes:

| ROUTE | PICK UP POINT/DROP OFF (Vice versa) | TIME OF TRIPS |
|---|--|--|
| Vehicle 1 North Caloocan Fairview Along Commonwealth | SM Fairview Along Commonwealth | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |
| Vehicle 2 Monumento Malabon | MRT Station | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |



| | | |
|--|---|--|
| Vehicle 3 Quezon City Old Caloocan Marikina: Malanday | Batasan Hills Balara, Katipunan, Libis Eastwood Lagro | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |
| Vehicle 4 Paranaque | Gatchalian, Evacomm, SM Sucat, Dona Santos Road | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |
| Vehicle 5 Taytay Pasig | Floodway, Pinagbuhatan, Bayan, San Joaquin, Pineda | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |
| Vehicle 6 Montalban, Marikina Pasay, Mandaluyong loob | MRT Station Kalentong Gabby's, P. Cruz, San Joaquin, Rotonda, Maysilo, Barangka, Pioneer | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |
| Vehicle 7 Mandaluyong | JRU, Acacia Lane, Wakwack, Samat, Crossing | 5:00 a.m- 1 st trip 3:00 p.m- 2 nd trip |
| Driver 9 Binagonan, Angono, Taytay | Binangonan Highway, Binangonan Pag-as, Angono Bayan, Muzon, SM Taytay Ortigas Extension Lifehomes | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |
| Vehicle 10 Antipolo, Taytay, Pasig Estbank & Westbank Road | Tikling, Junction, De Castro, Rosario | 5:00 a.m- 1 st trip 6:30 a.m- 2 nd trip 3:00 p.m- 1 st trip 6:00 p.m- 2 nd trip |
| Vehicle 11 Cavite City | Dasmarinas, Golden City, SM Bacoor, Soldiers Hill | 5:00 a.m- 1 st trip 3:00 p.m- 2 nd trip |

For registration and confirmation kindly coordinate to the following GSD dispatchers through mobile numbers and workplace chat by facebook:

MARK CHRISTIAN BERNARDO

0922-8165746

mark.bernardo@deped.gov.ph

MARIA SHEILA BENAVENTE

0927-7906564

maria.benavente@deped.gov.ph

For suggestions and/or comments/complaint shall be made available for the purpose to serve well the employees and personnel of the DepEd Central Office personnel and other authorized passengers. Kindly email us at mary.deguzman021@deped.gov.ph or message us at workplace chat by facebook.

For immediate and appropriate action.



OUAD00-0620-0075
To authenticate this document
please scan the QR Code




ALAIN DEL B. PASCUA
Undersecretary

