



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Nueva Ecija St, Bago Bantay, Quezon City

Memorandum To: All School Principals
Subject: "FOR OFFICIAL USE ONLY" MARKINGS
Date: August 8, 2011

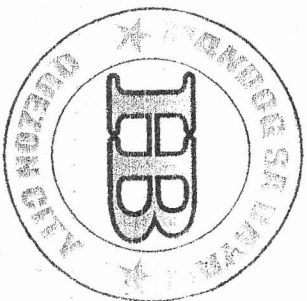
1. Enclosed is a copy of Memorandum dated July 21, 2011 entitled "For Official Use Only" Markings, the contents of which are self explanatory
2. For information and guidance.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

Prop/rico



FOR OFFICIAL USE ONLY





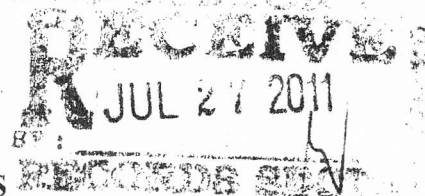
Republika ng Pilipinas
Lungsod ng Quezon
Kagawaran ng Lingkuranang Pantahat
(GENERAL SERVICES DEPARTMENT)



Memorandum for: The Honorable Vice Mayor
The Honorable City Councilors
All Department Heads and Chief of Offices

Subject: **"FOR OFFICIAL USE ONLY" MARKINGS**

Date: July 21, 2011



The City General Services Department is now in the process of replacing old "For Official Use Only" markings posted on all city owned motor vehicles at the CGSD's Motor pool from 8:00 AM – 4:30 PM, Monday to Friday until August 12, 2011.

All "For Official Use Only" stickers not in conformity with the new markings bearing the official logo of the Hon. Mayor Herbert M. Bautista, shall be replaced. (See attached sample). Concerned offices and departments are enjoined to bring all their respective city government motor vehicles to CGSD's Motorpool for immediate posting of the new sticker, as provided for under COA CIRCULAR 75-6, Par IV, (2) . Marking "FOR OFFICIAL USE ONLY", viz:


"All motor vehicles owned by the National Government, its agencies and instrumentalities, and all local government units including government-owned or controlled corporations should plainly marked:

FOR OFFICIAL USE ONLY

under which should be written the corresponding name of the bureau, office, corporation, provincial, city, municipality, or other local government unit operating or using the same."

Further, please be advised that requests for Pre/Post Repair Inspection of motor vehicles shall not be accommodated by this Department without the 1.) "Certificate of Inspection" issued certifying that subject vehicle had undergone inventory and inspection process, and 2.) Posting of "For Official Use Only" marking.

Be guided accordingly.


ROLANDO P. MONTIEL
City Government Department Head III

Approved:


HON. HERBERT M. BAUTISTA

City Mayor 5 [21 JUL 2011]

VISION : The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.

MISSION : We provide the delivery of general services to the Quezon City Government and its constituents that are:
EFFECTIVE, EFFICIENT and ECONOMICAL.

SCM - 2/35-1

INS-113/0