

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Manila

November 9, 1981

MEC    O R D E R  
No. 58,    s. 1981

GUIDELINES ON THE USE, CARE AND MAINTENANCE  
OF APPLIED NUTRITION PROJECT VEHICLES

To:    Regional Directors  
      Schools Superintendents

1.        The United Nations Children's Fund (UNICEF) provided vehicles on loan to divisions concerned and to the Applied Nutrition Centers in Regions I, VII, X and the National Capital Region, in accordance with a plan of operations for the Philippine Applied Nutrition Program, as transport assistance to the Applied Nutrition Project (ANP). To minimize problems and to make full use of this aid, the following guidelines on the use, care and maintenance of ANP vehicles are hereby set:

- a. A UNICEF vehicle loan agreement should be signed for and on behalf of the government of the Republic of the Philippines by the schools superintendent and the applied nutrition supervisor/coordinator of the recipient provincial/city division/the head of the Applied Nutrition Center (ANC). Two copies of the signed loan agreement should be submitted to this Office, one copy retained in the division office concerned and one in the ANC. The loan agreement should be renewed with every change of the schools superintendent/head of the ANC.
- b. The identification of the Applied Nutrition Project and the UNICEF seal should be imprinted legibly on the sides of the vehicle.
- c. The vehicle should be used in the supervision of the ANP and other health and nutrition activities. Authorized users, specifically, are the schools superintendent, the applied nutrition supervisor/coordinator and, during team supervision, the chairman and members of the division working committee on health and nutrition, and the ANC personnel, in the case of the vehicle of the ANC.

- d. The vehicle should be kept in the division office/ANC garage. If there is no such garage, the ANP supervisor/coordinator/head of the ANC should be responsible for the safekeeping of the vehicle after office hours, until a garage is available.
  - e. The ANP supervisor/coordinator should initial all trip tickets for the approval of the schools superintendent, and may sign them in the latter's absence. The head of the ANC signs trip tickets for the Center.
  - f. Expenses for the maintenance and repair as well as insurance of the vehicle are chargeable against local funds.
  - g. Utmost care should be exercised such that the vehicle will not be unnecessarily used on rough roads. Other preventive measures should also be taken.
  - h. A monthly report on the status of the loaned vehicle should be submitted in duplicate to the School Health and Nutrition Center, MEC, Manila, copy furnished the Regional Director, Region I, NCR, VII or X, attention: Head, Applied Nutrition Center.
  - i. A competent driver-mechanic should be employed. He shall be the official driver of the vehicle. Only in emergency cases, determined by the schools superintendent or the ANP supervisor/coordinator, may another person be allowed to drive the vehicle.
  - j. A preventive maintenance inspection should be conducted every month or two depending on the extent of use of the vehicle, and the results reported promptly to this Office. This inspection is recommended to provide the basis for necessary repairs.
  - k. Any damage to the vehicle due to accident should be immediately reported to this Office, using the Accident Report form.
2. All previous rules and regulations regarding this matter are hereby rescinded.
  3. The UNICEF reserves the right to withdraw the loaned vehicle if it is not properly used for the Applied Nutrition Project.
  4. Inclosed are a list of the recipients of UNICEF-loaned vehicles in that region, forms for UNICEF Vehicle Loan Agreement and UNICEF Monthly Vehicle Report.

5. It is desired that the contents of this Order be immediately disseminated to all concerned for their information, guidance and strict compliance.

(SGD.) ONOFRE D. CORPUZ  
Minister

Incls.:  
As stated

References:  
EPS Circular: No. 14, s. 1973

Attachment: 1--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

- OFFICERS
- OFFICIALS
- REPORT
- RULES & REGULATIONS
- TRANSPORTATION

(Inclosure No. 1 to MEC Order No. 58, s. 1981)

LIST OF RECIPIENTS OF UNICEF-LOANED VEHICLES

<u>Region</u>	<u>Division</u>	<u>Make/Model of Vehicles</u>
I	Ilocos Norte	VW Kombi 231
	Pangasinan	-do-
	Benguet	-do-
	La Union	-do-
	ANC, Bayambang	-do-
II	Isabela	-do-
	Ifugao	Jeep DJ -5
III	Zambales	VW Kombi 231
NCR	Quezon City	-do-
	ANC, Quezon City	-do-
IV	Rizal	-do-
	Laguna	-do-
	Batangas City	-do-
V	Albay	-do-
VI	Iloilo	-do-
VII	Cebu	VW Kombi 231
	Cebu City	VW Pick-up 261
	Lapulapu City	-do-
	Negros Oriental	VW Kombi 231
	ANC, Banilad, Cebu City	-do-
IX	Zamboanga City	-do-
X	Bukidnon High School	VW Pick-up 261
	ANC, Cagayan de Oro City	VW Kombi 231
XI	Davao del Norte	-do-

Republic of the Philippines  
Ministry of Education and Culture

REGION \_\_\_\_\_  
Division of \_\_\_\_\_

UNICEF MONTHLY VEHICLE REPORT  
For the Month of \_\_\_\_\_, 19\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Fleet No. \_\_\_\_\_  
Meter No. \_\_\_\_\_ Chassis No. \_\_\_\_\_ APPLIED NUTRITION PROGRAM  
Distance travelled \_\_\_\_\_ Days out of service since last report \_\_\_\_\_

Last preventive maintenance inspection: \_\_\_\_\_ Date \_\_\_\_\_ Mileage \_\_\_\_\_

General condition of vehicle:  Good  Fair

Requires repair (explain)  \_\_\_\_\_

OPERATING EXPENSES:		MAINTENANCE EXPENSES:	
Qty. of fuel used	Cost P _____	Qty. of oil changed	Cost P _____
Qty. of oil added	Cost P _____	No. of filters changed	Cost P _____
	Total Cost P _____	No. of lubrication	Cost P _____
Average cost per kilometer:	P _____	Lubricant used and cost	_____
		No. of washes	Cost P _____
		No. of preventive maintenance	_____
REPAIR EXPENSES:		inspection	Cost P _____
Repair labor	P _____		
Spare parts and supplies	P _____		
	Total Cost P _____		Total Cost P _____

INFORMATION ON TRIPS MADE DURING THE MONTH:  
Total number of trips made, per trip ticket - - - - - \_\_\_\_\_  
Number of trips for the supervision of Applied Nutrition  
Project and other health and nutrition activities by:  
\* Schools Superintendent - - - - - \_\_\_\_\_  
\* ANP Supervisor/Coordinator and other members  
of the Div. Working Committee on health  
and nutrition - - - - - \_\_\_\_\_  
\*\* Applied Nutrition Center personnel - - - - - \_\_\_\_\_

Explain trips made outside supervision of ANP and other health and nutri-  
tion activities: \_\_\_\_\_

Prepared and submitted by: \_\_\_\_\_  
(Authorized Driver)

Verified by: \_\_\_\_\_  
(ANP Supervisor/Coordinator  
or Head, ANC)

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IMPORTANT REMINDERS

1. The Monthly UNICEF Vehicle Report must be promptly accomplished and submitted on or before the fifth working day of the following month as follows:
  - For recipient school divisions -
    - a. Original and carbon copy to Executive Director, School Health and Nutrition Center
    - b. One copy to Regional Director, Attn.: Head, Applied Nutrition Center Region I, NCR, VII or X
  - For ANC
    - Original and carbon copy to the Executive Director, SHNC.
2. If the speedometer is out of order, speedy replacement or repair should be made and the estimated kilometer run during the period reported should be reflected in the report.
3. The UNICEF Fleet Number and decal should be kept legible at all time. Fresh sets of UNICEF decals will be made available upon request with the UNICEF, Manila Office.
4. Accidents with the vehicle should be **immediately reported** to the Minister of Education and Culture, Attn. Executive Director, SHNC, MEC, Manila.
5. Regular preventive maintenance should be carried out on the vehicles, engine oil should be changed every 2,000 miles or 3,220 kilometers, or more often when vehicle is used on dusty roads.
6. The vehicles should be used exclusively for the supervision of the Applied Nutrition Program and other health and nutrition activities by the authorized users.

The above reminders are contained in the Memorandum Loan Agreement of UNICEF vehicles entered into and between the UNICEF and the Philippine Government and any violations thereof will cause the withdrawal of the vehicle from the recipient school division/ Applied Nutrition Center.

PLEASE FOLLOW THE ABOVE REMINDERS STRICTLY.

UNICEF - VEHICLE LOAN AGREEMENT

The Government of the Republic of the Philippines hereby acknowledge having received on loan from UNICEF, the vehicle(s) described below, subject to the terms and conditions set out hereunder, to which the Government agrees:

1. The vehicle(s) is and will remain the absolute property of UNICEF, unless and until title thereto has formally been transferred to the Government.
2. The vehicle(s) will be registered or licensed to operate by the Government in accordance with the laws of the country.
3. The Government will provide on its own account adequate third party liability insurance coverage as minimum and in all circumstances hold UNICEF harmless from claims or suits of third parties arising from accidents or other causes involving the vehicle(s).
4. The vehicle(s) shall be used by the Applied Nutrition Project

Division \_\_\_\_\_ \*

Applied Nutrition Center Region \_\_\_\_\_ \*\*

and will not be diverted to other projects or used for purposes other than those set forth in the relevant Plan of Operations, without the written consent of UNICEF.

5. The Government further agrees to paint the name of the Programme UNICEF-Assisted Applied Nutrition Project.

Division of \_\_\_\_\_ Region \_\_\_\_\_ \*

Applied Nutrition Center, Region \_\_\_\_\_ \*\*

and the corresponding FLEET NUMBER AND "FOR OFFICIAL USE ONLY" on both sides of the vehicles(s) before putting it to use.

6. The Government will protect the capital investment of UNICEF against loss through accident, fire, theft or vandalism and will reimburse UNICEF to the extent of the depreciated value of the vehicle(s) at the date of loss. The depreciated value will be determined by UNICEF on the merits of each case. In case of accident to or loss of a vehicle, UNICEF will be notified immediately, and this notification will be followed by a detailed report.

7. The cost of operation, maintenance and repair will be borne by the government. To this end the Government will establish and maintain in a manner acceptable to UNICEF or will otherwise arrange for adequate facilities for the same.

8. Vehicle Control Records will be maintained in accordance with mutually acceptable procedures. Such records will be made available for inspection, as required, by UNICEF.
9. The Government shall provide UNICEF with a monthly servicing report in accordance with the prescribed Monthly Vehicle Report Form which should be submitted after the end of each month, covering the performance of the vehicle to the programme.
10. UNICEF may at its discretion withdraw the vehicle(s) entirely or have the vehicle(s) transferred to other projects or other countries, in accordance with the Plan of Operations. In the event the vehicle(s) becomes obsolete or unserviceable, UNICEF may at its discretion dispose of the vehicle(s) by sale or by transfer of title to the Government, the funds obtained through sale of the vehicle(s) shall revert to UNICEF.
11. The following described motor vehicle(s) and accessories are covered by this Loan Agreement:

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MOTOR NO.</u>	<u>SERIAL NO.</u>	<u>FLEET NO.</u>
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Signed for and on behalf of  
UNITED NATIONS CHILDREN'S FUND  
(UNICEF)

Signed for and on behalf of the  
Government of the Republic of the  
Philippines:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)