

TRANSPORTATION POLICY

The University maintains thirteen (13) operational service vehicles to support official travels of authorized teaching and non-teaching personnel, students and other stakeholders.



One of the service vehicles for official use.

Uses and Operation of Motor Vehicle

UNIVERSITY CODE

TITLE ONE

GOVERNANCE AND ADMINISTRATION



Aklan State University
Banga, Aklan

Policy on Vehicle Utilization (excerpt from the University Code)

Article 98. Use and Operation of Motor Vehicles.

- | | |
|------------|---|
| Section 1. | All motor vehicles owned and operated by the University except the one authorized for the exclusive use of the President shall be constituted into a motorpool. |
| Section 2. | The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations set forth by law and the University. |



Republic of the Philippines
AKLAN STATE UNIVERSITY
Banga, Aklan
Telefax: (036) 267-5801 | www.asu.edu.ph

March 17, 2023

EDILBERTO L. SOLIDUM
Chief Admin Officer
Aklan State University
Banga, Aklan

Dear Sir:

Greetings of good health and peace!

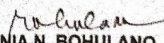
The RD&E program, **"Building Resilient Communities along Aklan River"** (BRCAR), which is funded under the Commission on Higher Education-National Agriculture and Fisheries Education System (CHED-NAFES) in collaboration with the Extension and Community Services (ECS) Unit of Aklan State University, will be conducting an activity, **"Capacity Building on Good Agricultural Practices in Banana-Based Farming System cum Organization and Farm Development (Session 4: Vegetable Production – Site and Seed Establishment (Practicum) & Session 6: Climate Elements and Application to Agriculture & Climate Change Adaptation)"** on Wednesday, March 22, 2023, 8:00 A.M – 5:00 P.M. at Brgy. Bakhaw Norte, Kalibo, Aklan.

In view of this, may we request for the availability of the vehicle and the driver to transport the following staff, OJT students, and resource persons on the said date from ASU Banga to the respective venue and vice versa at 7:30 A.M. charge to ECS-MOOE.

| Faculty/Staff | Students | Resource Person |
|-------------------------------|--|---|
| 1. Ms. Ma. Crycel D. Autencio | 1. Emman Dela Cruz 2. Jethro Natabio 3. Carl Justine Teodosio 4. Arven Alano 5. Mae Ann Say 6. Joepel Saracanalao | 1. Dr. Paterno I. Rebuella 2. Gerald Van R. Futoso |

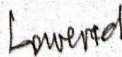
We are hoping for your favorable consideration on this matter.

Very truly yours,


NENJA N. BOHULANO, PhD
Program Team Leader

Approved:


EDILBERTO L. SOLIDUM
Chief Admin Officer



Scanned copy of Approved Letter Request to use the University Vehicle

ASU-ADMIN 01
Series No. 000101
Date: July 30, 2018

Trip Ticket No. ASU-Foton-Gratour-TM-10H740-03-12.s.2023

Republic of the Philippines
AKLAN STATE UNIVERSITY
Banga, Aklan

March 28, 2023
Date

VEHICLE TRIP TICKET AND GAS-OIL REQUISITION

To be filled by the Administrative Official Authorizing Official Travel

1. Name of driver of the vehicle BRUCE JACKIE FAUSTO
2. Government car to be used, Plate No. Gratour-TM-10H740
3. Name of authorized passenger Dr. Bohulano, Ms. Autencio, Mr. Dela Cruz, Mr. Natabio, Mr. teodosio, Mr. Alano & Mr. Salaver
4. Place or places to be visited/inspected Brgy. Bakhaw, Norte, KAlibo, Aklan
5. Purpose To conduct Extension Activity.
6. Date of Travel March 29, 2023 8:00 A.M

Requested by:

NENIA N. BOHULANO, PhD
Director, ECS

Approved:

DIR. EDILBERTO L. SOLIDUM
Chief Administrative Officer/Dir. PPDS

To: Mrs. Fe M. Enriquez

Administrative Officer V (Supply Officer III)

Please furnish the following supplies:

| Supplies | Quantity | Charged to |
|----------|-----------|------------|
| diesel | full tank | ECS |

Requested by:

Noted:

Approved:

BRUCE JACKIE FAUSTO
Driver

Requisitioner

DIR. EDILBERTO L. SOLIDUM
Chief Administrative Officer/Dir. PPDS

To be filled by the Driver:

1. Time of departure from Office/garage _____ A.M./P.M.
2. Time of arrival at (per No. 4 above) _____ A.M./P.M.
3. Time of departure from (per No. 4) _____ A.M./P.M.
4. Time of arrival back to office/garage _____ A.M./P.M.
5. Approximate distance traveled (to and from) _____ A.M./P.M.
6. Gasoline issued, purchased and consumed:
 - a. Balance in tank _____ liters
 - b. Issued by office from stock _____ liters
 - c. Add-Purchased during trip _____ liters
 - T O T A L _____ liters
7. Gear oil issued _____ liters
8. Lub. Oil issued _____ liters
9. Grease issued _____ liters
10. Speedometer readings, if any:
 - At beginning of trip _____ miles/kms.
 - At end of trip _____ miles/kms.
 - Distance travelled (per 5 above) _____ miles/kms.
11. Remarks: _____

I hereby certify to the correctness of the above statement of record of travel.

(Driver)

I hereby certify that I used this car on official business as stated above

(Name & Signature of Passengers)

Scanned copy of trip ticket and gas-oil requisition.

Use of Bicycle as Alternative Transportation

The University encourages students to use bicycles as alternative transportation to lessen carbon footprint and emission, as well as promote physical wellness.



The students and faculty from the university riding their bicycle along Pili Avenue.