

REPUBLIKA NG PILIPINAS
(Republic of the Philippines)
KAGAMARAN NG EDUKASYON, KULTURA AT SPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

April 23, 1993

DECS O R D E R
No. 25, s. 1993

REQUIRING SETTLEMENT, SURRENDER, AND/OR TURNOVER OF GOVERNMENT VEHICLES AND OTHER EQUIPMENT OF OUTGOING OFFICIALS AND EMPLOYEES PRIOR TO THE EFFECTIVITY OF THEIR TRANSFER, RESIGNATION, RETIREMENT, OR SEPARATION FROM OFFICE


To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
School Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Quoted hereunder are pertinent portions of Memorandum Circular No. 34, dated February 19, 1993 of Malacbang:

"Pursuant to existing rules and regulations, and in the interest of the public service, all heads of departments, bureaus and offices, agencies, and instrumentalities of the government, including government-owned or controlled corporations, are hereby directed to require all outgoing government officials and employees in their respective offices to effect a physical turnover of all government assets in their custody, such as vehicles, communication facilities, and all other equipment prior to the effectivity of their transfer to other agencies, resignation, retirement, or separation from office. Otherwise, clearance from their accountabilities shall not be issued and these shall be physically retrieved from them.

All administrative and criminal sanctions within the existing laws, rules, and regulations shall be applied to any one (officials or employees), who by collusion, design, or negligence, shall be found guilty of any violation hereof."

2. For strict compliance.


ARMAND V. FABELLA
Secretary

Reference:
None

Allotment: 1-2-3--(M.O. 1-87)

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

EMPLOYEES
EQUIPMENT

OFFICIALS
RULES & REGULATIONS