



Republic of the Philippines  
Department of Education  
REGION I



REGIONAL MEMORANDUM

No. 1176 s. 2024

**SUBMISSION OF MOTOR VEHICLE INVENTORY AND  
RE-FLEETING PROGRAM (MVIRP)**

To: Schools Division Superintendents

- In line with the Department of Budget and Management's effort to update the omnibus guidelines for the promotion of the Electric Industry Development Act (EVIDA) and the achievement of the 10% electric vehicles (EV) target in the government fleet by 2024 as outlined in the Comprehensive Roadmap for the Electric Industry (CREVI), the Department of Education-Central Office through the Office of the Undersecretary for Administration is requesting to submit the Motor Vehicle Inventory and Re-fleeting Program (MVIRP) as of July 31, 2024.
- Anent to this, the Administrative Division through the General Services Unit will consolidate and monitor the submission of the provided form **on or before September 27, 2024**, using the google link at <http://tinyurl.com/RO1-MVIRPForm>.
- Immediate dissemination of this memorandum is desired.

For the Regional Director:

**ATTY. RHEA JOY L. CARBONELL**  
Chief Administrative Officer  
Administrative Division

09. 9. 24

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

INVENTORY                  REQUEST

AD-GSU/fac/cls/RM\_SubmissionofMVIRP  
September 24, 2024



Flores St., Catbangan, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | region1@deped.gov.ph | www.depedro1.com



Motor Vehicle Inventory a Agency: Date: As of 31 July 2024	NO.	PUR e.g., For the exercise
	1	
	2	
	3	
	4	
	5	
	6	
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	16	
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	18	
	19	
Total No. of Vehicles:		

**Motor Vehicle Inventory and Re-fleeting Program**

Agency:

Date: As of 31 July 2024


NO.	PURPOSE e.g., For the exercise of executive functions	USER OR OFFICE OF DEPLOYMENT e.g., Office of the Secretary	AREA OF DISPATCH e.g., Manila City	BRAND AND MODEL, ENGINE DISPLACEMENT AND PLATE NUMBER e.g., Toyota Innova, 2755cc (1165cc), ABC 1234	VEHICLE CLASSIFICATION e.g., MPV	DATE ACQUIRED e.g., January 6, 2024	MILEAGE AND STATUS e.g., 15,000 kms/In good working condition	PROPOSED ACTION e.g., RETENTION, REPLACEMENT, or DISPOSAL	YEAR OF REPLACEMENT			OTHER REMARKS
									YEAR 1 (2025) ✓ or N/A	YEAR 2 (2026) ✓ or N/A	YEAR 3 (2027) ✓ or N/A	
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16												
17												
18												
19												
Total No. of Vehicles:												

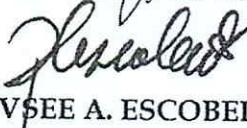


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM

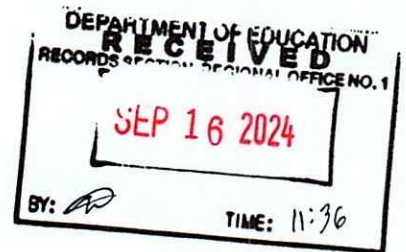
TO : REGIONAL DIRECTORS

FROM :   
ATTY. MEL JOHN I. VERZOSA  
Undersecretary for Administration

  
REV. SEE A. ESCOBEDO  
Undersecretary for Operation

SUBJECT : SUBMISSION OF MOTOR VEHICLE INVENTORY AND RE-  
FLEETING PROGRAM (MVIRP) AND REQUEST TO DESIGNATE  
ONE FOCAL PERSON

DATE : September 06, 2024



In line with the Department of Budget and Management's effort to update the omnibus guidelines for the promotion of the Electric Industry Development Act (EVIDA) and the achievement of the 10% electric vehicles (EV) target in the government fleet by 2024 as outlined in the Comprehensive Roadmap for the Electric Industry (CREVI), the Department of Education - Central Office is requesting all Regional Offices to submit their **Motor Vehicle Inventory and Re-fleeting Program (MVIRP) as of 31 July 2024.**

Additionally, we request all Regional Offices to designate one (1) focal person to consolidate forms of their respective SDOs and to coordinate with DepEd-CO regarding the above-mentioned request. To facilitate the submission process of MVIRP Form, please use this link to access and upload the said form <https://bit.ly/MVIRPFORM>. This is also to inform all Regional Offices that the link provided has a specific format to be downloaded for the use of their region.

We kindly request that the completed MVIRP be submitted **on or before 13 September 2024 (Friday)**. The timely submission is essential for the Department of Education - Central Office to coordinate effectively and ensuring compliance with the Department of Budget and Management.

Should you have any concerns or clarifications, your Office may contact the Asset Management Division through telephone number (02) 8635-0551 or at electronic mail address [as.amd@deped.gov.ph](mailto:as.amd@deped.gov.ph).

Thank you for your cooperation and prompt response to this matter.



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