



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

05 June 2023


SCHOOL MEMORANDUM

No. 53, s. 2023

SCHOOL GUIDELINES ON THE USE OF CITY ANTI-DRUG ABUSE COUNCIL (CADAC) VEHICLE

To: All Teaching and Non- Teaching Personnel

1. All teaching and non-teaching personnel are authorized to request the vehicle for official use only and activities related to or in the performance of duty including those sanctioned by the School Head.
2. To reserve for the use of the vehicle, the CADAC vehicle request form shall be filled up and submitted to the HR Department (Ms. Angel Plata). It shall be on the **first come, first serve basis** subject to the approval of the principal.
3. In case of simultaneous activities within same day, priority shall be given to the request of those who are not entitled to transportation allowance.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.


NANETH P. SALVADOR, EdD
Principal I

NPS/SM No. 53 s. 2023
06/05/23



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