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Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
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June 24, 2022
2022-071

MEMORANDUM FROM THE DIRECTOR

TO : ALL GSU DRIVERS

SUBJECT : SANCTIONS OF BAR DRIVERS

To properly address the issues and concerns among BAR vehicle drivers, and reinforce their services to all staff and clients, the following measures are hereby imposed:

- I. First Offense (Two demerits or one major violation within the quarter)**
Reprimand or immediate separation from the office depending on the degree of offense.
- II. Second Offense (Three demerits or two major violation within the quarter)**
Issuance of Memo or immediate separation from the office depending on the degree of offense.
- III. Third Offense (Five demerits or three major violation within the quarter)**
Two days suspension from work or immediate separation from the office depending on the degree of offense.

List of Probable Grounds for Suspension or Separation from the service

Minor Violation

1. Non-submission of BLOWBAGETS and Vehicle Checklist Form
2. Uncleaned/ non-disinfection of assigned vehicle (cleaning of assigned vehicle is at least 3x a week, disinfection is every trip)
3. Improper use of Trip Ticket (lack of passengers' signature, lack of odometer reading, etc.)
4. Unrecorded trip in the vehicle manifest notebook - records to be verified by Security Guards
5. Unliquidated RFID load (weekly submission of liquidation)
6. Misconduct/misbehavior
7. Leaving the post/duty without proper permission
8. Violation of other pertinent official memorandums



Management System
ISO 9001:2015
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with empowered and prosperous farmers and fisherfolk*



Major Violation

1. Late submission of fuel consumption report (Every 1st week of the following month)
2. Lost vehicle manifest notebook/record
3. Travel without Trip Ticket
4. Traffic Violations
5. Accidents (major repair / loss of life due to negligence of assigned driver)
6. Not returning vehicle after the specified trip ticket
7. Unsatisfactory or poor rating of BAR Drivers

For strict compliance.


JUNEL B. SORIANO, Ph.D
Director