



Masagana ng Agrikultura,  
Mamuhad na Ekonomiya

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104  
(+632) 8461 2800 and (+632) 8461 2900 • 14d@bar.gov.ph

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## MEMORANDUM FROM THE DIRECTOR

**TO : ALL DA-BAR OFFICIALS AND STAFF**

**SUBJECT : APPROVING AUTHORITY ON REQUEST FOR VEHICLE**

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To streamline our system in requesting for the use of our vehicle, all concerned officials and staff are hereby advised and directed that all Requests for Vehicle (RV) **shall be submitted to the Head of the Transportation Management and Security Services (TMSSU) Unit for approval.** The RV form shall be prepared by the concerned implementing units bearing the signature of their respective Division Heads.

In addition to this, requests for vehicles shall be supplemented with an approved Travel Authority (TO) of the concerned requesting divisions/units. The TMSSU, will not honor any request for vehicles without the approved TO for travels outside the National Capital Region (NCR). On the other hand, requests within Metro Manila, must be accompanied with an approved locator slip. For employees with immediate official errands within nearby offices/areas, a request for vehicle shall also be prepared for approval by the Head of TMSSU, and the driver on duty shall require the passengers to affix their signatures corresponding their names in the Trip Ticket.

This Memorandum shall take effect immediately.

For your strict compliance.

  
**JUNEL B. SORIANO, PhD**