



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG NAPOLCOM CENTER EDSA Cor. QUEZON AVE., WEST TRIANGLE QUEZON CITY
www.dilg.gov.ph

GENERAL SERVICES DIVISION
MOTORPOOL SECTION

REQUEST FOR VEHICULAR SUPPORT SERVICES

A: TO BE ACCOMPLISHED BY REQUISITIONER

PURPOSE	PASSENGER(S)	DESTINATION(S)

ITINERARY	DATE	TIME
DEPARTURE		
EXPECTED RETURN		

CONTACT PERSON: _____
 CONTACT NO.: _____

 REQUISITIONER

 POSITION

 OFFICE

B. TO BE ACCOMPLISHED BY DISPATCHER

Date Received: _____

DISPOSITION

VEHICLE(S)	DRIVER(S)	PLATE NUMBER

C. APPROVAL

RECOMMENDING APPROVAL:

APPROVED / DISAPPROVED BY:

DIOSDADO T. TUANQUIN
 Chief, Motorpool Section/Designated Authority
 Date: _____

ELNORA A .VELASCO
 Chief, General Services Division, AS
 Date: _____