

**[ LTO MEMORANDUM CIRCULAR NO. 541-2004,  
September 20, 2004 ]**

**REITERATION ON THE INSTRUCTION OF EXECUTIVE SECRETARY  
HON. EDUARDO R. ERMITA TO MONITOR/REPORT THE  
UNAUTHORIZED USE OF GOVERNMENT MOTOR VEHICLES**

In line with the above subject, you are hereby directed to implement a continuing program to monitor unauthorized use of government vehicles and report to the undersigned the following details of all monitored vehicles, to wit:

- Plate No. :
- Make/Type :
- Assigned to :
- Date of sighting :
- Time of sighting :
- Place of sighting :
- Remarks :

Further, this is to clarify that no apprehension shall be made unless there is a violation of RA 4136 and its implementing rules and regulations. Attached herewith are the guidelines<sup>\*</sup> concerning the use of government vehicles under Section 361 of Government Auditing and Accounting (GAA) Manual, for your guidance.

For strict compliance.

Adopted: 20 September 2004

(SGD.) ANNELI R. LONTOC  
*Assistant Secretary*

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<sup>\*</sup> Not filed with ONAR.

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