

2. Provision of Transportation Service for Outside Metro Manila

For official use of transportation service for PSA officials and employees.

Office or Division:	General Services Division, Transportation and Motorpool Unit
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	PSA officials, employees and COSWs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Driver's Trip Ticket (destination is outside Metro Manila) Special Order (with name of the driver and details about the vehicle)	PSAnet

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Driver's Trip Ticket (DTT) to Motor Pool Unit/ TAM Bldg.	1.1 Receive and screen details of the accomplished DTT	None	5 minutes	Administrative Aide VI COSW
	1.2 Assign available driver and vehicle	None	1 hour	Administrative Aide VI COSW
	1.3 Return DTT to end-user as reference in the preparation of Special Order (SO)	None	4 hours	Administrative Aide VI COSW
2. Submit approved SO with the name of the assigned driver and details about the vehicle	2.1 Receive and check details about the assigned driver and the vehicle	None	3 minutes	Administrative Aide VI COSW
	2.2 Sign the recommending approval on the DTT and endorse to Division Chief (DC) for Approval	None	4 hours	Unit Head

	2.3 Approve DTT	None	4 hours	Chief Administrative Officer (GSD)
	2.4 Issue approved DTT to assigned driver	None	1 hour	Administrative Aide VI COSW
3. Accomplish Passengers' Satisfaction/D river's Performance Rating	3.1 Check the completeness of entries in the evaluation form	None	3 minutes	Administrative Assistant II; Administrative Aide VI
4. Certify correctness of travel completed	3.2 Ensure that the certification has been signed by the passenger	None	3 minutes	Administrative Assistant II; Administrative Aide VI
	3.3 Submit duly accomplished DTT to the TMU	None	15 minutes	Administrative Assistant II; Administrative Aide VI
TOTAL		None	1 day, 2 hours and 29 minutes	