

3. Provision of Transportation Service to PSA Officials and Employee (Within Metro Manila)

For official use of available transportation service of PSA officials and employees within Metro Manila.

Office or Division:	General Services Division, Motor Pool Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	PSA officials, employees and COSWs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Driver's Trip Ticket (destination is within Metro Manila)	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 Sign the recommending approval on the DTT and endorse to Division Chief (DC) for Approval	None	4 hours	Unit Head
	1.4 Approve DTT	None	1 day	Chief Administrative Officer (GSD)
	1.5 Issue approved DTT to assigned driver	None	1 hour	Administrative Aide VI COSW
2. Accomplish Passengers' Satisfaction/ Driver's	2.1 Check the completeness of entries in the evaluation form	None	3 minutes	Administrative Assistant II (Driver); Administrative Aide VI

Performance Rating				
3. Certify Correctness of travel completed	3.1 Ensure that the certification has been signed by the passenger	None	3 minutes	Administrative Assistant II (Driver); Administrative Aide VI
	3.2 Submit duly accomplished DTT to the TMU	None	15 minutes	Administrative Assistant II (Driver); Administrative Aide VI
TOTAL:		None	1 day 2 hours and 21 minutes	