

4. Non-Provision of Transportation Service Due to Non-Availability of Driver and Service Vehicles

Non-availability of transportation service to PSA officials and employees

Office or Division:	General Services Division, Motor Pool Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	PSA officials and employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Driver's Trip Ticket	PSANet

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Driver's Trip Ticket (DTT) to Motor Pool Unit	1.1 Receive, control and screen details of the accomplished DTT	None	5 minutes	Administrative Aide VI COSW
	1.2 Check given schedule as availability of driver/vehicle	None	15 minutes	Administrative Aide VI COSW
	1.3 If not available, Stamped 'No Available Vehicle' as per request	None	5 minutes	Administrative Aide VI COSW
	1.4 Add control number on the stamped part and encode the details on the system	None	5 minutes	Administrative Aide VI COSW
	1.5 Sign the Stamped part	None	5 minutes	Unit Head
TOTAL		None	35 Minutes	