

Office of the President
of the Philippines
Malacañang

MFN 404

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MEMORANDUM CIRCULAR NO. 34

REQUIRING SETTLEMENT, SURRENDER, AND/OR TURNOVER OF GOVERNMENT VEHICLES AND OTHER EQUIPMENT OF OUTGOING OFFICIALS AND EMPLOYEES PRIOR TO THE EFFECTIVITY OF THEIR TRANSFER, RESIGNATION, RETIREMENT, OR SEPARATION FROM OFFICE

The attention of this Office has been invited by Department Secretaries to the growing incidence of non-turnover/non-surrender by outgoing government officials and employees of government property, such as vehicles, communications equipment, and other government assets, thereby hampering smooth operations of affected agencies.

Pursuant to existing rules and regulations, and in the interest of public service, all heads of departments, bureaus, offices, agencies, and instrumentalities of the government, including government-owned or controlled corporations, are hereby directed to require all outgoing government officials and employees in their respective offices to effect a physical turnover of all government assets in their custody, such as vehicles, communication facilities, and all other equipment prior to the effectivity of their transfer to other agencies, resignation, retirement, or separation from office. Otherwise, clearance from their accountabilities shall not be issued and these equipment shall be physically retrieved from them.

All administrative and criminal sanctions within the existing laws, rules, and regulations shall be applied to any one (officials or employees), who by collusion, design, or negligence, shall be found guilty of any violation hereof.

Strict compliance herewith is enjoined.

Manila, February 19, 1993.

By authority of the President:



ANTONIO T. CARPIO
Chief Presidential Legal Counsel



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Date

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