



(Office/Unit Letterhead)

(Date shall be stamped upon signature/approval)

**Standard Operating Procedure/(Staff, Fiscal, Investigative, etc.) Directive  
Number \_\_\_\_\_**

(Title of SOP)

- ← 1/2" → 1. **REFERENCES:**
- a. Republic Act Number ....;
  - ← 3/4" → b. Presidential Decree 1445 ....; and
  - c. PNP Standard Operating Procedure.

**2. BACKGROUND:**

- a. Petroleum, Oil and Lubricant (POL) .....
- b. In previous years, .....:
  - 1) The bulk price .....
  - 2) Procuring units .....
  - 3) GSS charge five percent (5%) .....; and
  - 4) Inconvenience in the withdrawal
- c. In this regard, it is deemed necessary to devise .....

**3. PURPOSE:**

This Standard Operating Procedure (SOP) shall prescribe the system in the management and utilization of ....

**4. SCOPE OF APPLICATION:**

**5. DEFINITION OF TERMS:**

- a. Depository Service Station – Any gasoline .....
- b. Fleet Card – A fleet card is .....:
  - ← 1" → 1) Operator Card (Positional Card) – The operator .....
  - 2) Admin Card – The Admin .....

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JUN 13 2022

**ANNEX "C"**  
Guidelines on the Standard Preparation  
Of PNP Communications

3) Operational Card – The operational .....; and

4) Vehicle Card – The vehicle

*(Note: In case there's a sub-paragraph under paragraph 4), the format should be as follows)*

← 1 ¼" → a)

b)

6. **POLICIES:**

7. **PROCEDURES:**

8. **RESPONSIBILITIES:**

a. **RSO**

← 1 ¼" → 1) Responsible for the program, processing, and allocation of POL funds of the Office;

2) Issue Supply Directive for POL .....; and

3) Indorse POs, vouchers and approves Delivery Advices.

b. **BFO**

1) Issue corresponding NFA to LSS based on the POL Supply Program or Supply Directive from DL; and

2) Process payments of purchased POL supplies.

9. **SANCTIONS:**

10. **REPEALING CLAUSE:**

← ¾" → All other SOPs, directives, and issuances contrary to this Standard Operating Procedure are hereby rescinded.

11. **EFFECTIVITY:**

This SOP shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.

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Head of Office/Unit  
Rank  
Designation

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