



Milestone Guaranty and Assurance Corp.

INTER – OFFICE MEMO

TO : ALL EMPLOYEES
FROM : OFFICE OF THE VP- COMPTROLLER / HR HEAD
SUBJECT : CARPOOLING GUIDELINES DURING QUARANTINE PERIOD
DATE : September 17, 2020

Please be advised that all employees in the carpooling service shall have their share starting **October 1, 2020**. Therefore, the following carpooling guidelines are hereby implemented:

FOR EMPLOYEES (INCLUDING OFFICERS AND HEADS) WHO WILL BE REQUESTED / MANDATED TO USE THEIR PERSONAL CARS AND/OR COMPANY ASSIGNED VEHICLES

1. Actual fare shall be collected weekly and reported by the car owner/employee with company assigned vehicle to the Human Resources Department (cut-off period is every Monday of the following week)
2. All actual collections shall be deposited to MILESTONE account thru Treasury Department and the collected amount will be deducted from the actual gasoline and toll fee expense initially shouldered by the car owner/employee with assigned car, and reimburse the remaining amount.

Sample computation:

Actual Gas & Toll Fee by the car owner/employee with assigned company car – P 1,000.00

Actual Fare of employees collected – P 500.00 (to be deposited to Milestone account)

P 1,000.00 less P 500.00 = P 500.00 (amount to reimbursed by the car owner.company assigned car)

- Maintenance and repairs of the personally owned vehicles in this option, 50% shall be shouldered by the company and 50% shall be shouldered by the car owner.
- Maintenance and repairs of company assigned vehicles will be shouldered by the company.



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FOR EMPLOYEES (INCLUDING OFFICERS AND HEADS) WHO WILL PERSONALLY PREFER USING THEIR OWN PERSONAL CARS

1.If with employee passengers who will choose this options with consent of the car owner, the actual gas and toll fee expenses shall be shouldered by the employees.They may have their arrangements as long as agreed by all . Reimbursement of gas and toll fee expenses with this option is not applicable.

2.If without employee passengers – Reimbursement of gasoline and toll fee is not applicable.

-Maintenance and repairs of the personally owned vehicles in this option shall be shouldered by the employee.

All guidelines are subject to change depending on the decision of the Management.

Until further notice.



ROMULO JEI G. DELOS REYES

VP – Comptroller / Human Resources Department Head