



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
caraga.dilg.gov.ph

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Name of Division/FOU: **Local Government Monitoring and Evaluation Division (LGMED)**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
REVIEW AND ENDORSEMENT OF LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES							
QP-R13-LGMED-04	Quality Procedure	10.16.17					
QO-QP-R13-LGMED-23	Quality Objective	10.16.17					
QME-QP-R13-LGMED-23	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-LGMED-23-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-LGMED-23-02	Checklist of Requirements for Authority to Purchase Motor Vehicles	10.16.17					
FM-QP-R13-LGMED-23-03	Indorsement of APMV Request	10.16.17					
FM-QP-R13-LGMED-23-04	Letter re: Incomplete Documents for Compliance	10.16.17					
FM-QP-R13-LGMED-23-05	Letter re: LGU Authority	10.16.17					
FM-QP-R13-LGMED-23-06	Letter Furnishing Copy of APMV/s	10.16.17					
FM-QP-R13-LGMED-23-07	Indorsement of Report on Procured MVs	10.16.17					
FM-QP-R13-LGMED-23-08	Letter re: Action Taken with CSS Form	10.11.18					
FM-QP-R13-LGMED-23-09	Transmittal Letter to PDs/CD to Facilitate Submission or Compliance of Requirements	11.20.19					

Prepared By

JOVY JEAN B. CALOTES
AO III/Records Officer II
Regional Document Controller

Noted By

DONALD A. SERONAY
Asst. Regional Director
Regional QMR





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Name of Division/FOU: Local Government Monitoring and Evaluation Division (LGMED)

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
REVIEW AND ENDORSE LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES							
DILG MC NO. 2015-52	AMENDING CERTAIN PROVISIONS OF DILG MC 2014-155 RE: GUIDELINES ON MOTOR VEHICLE ACQUISITION BY THE LGUs	05-11-15					
DILG MC NO. 2014-155	GUIDELINES ON MOTOR VEHICLE ACQUISITION BY THE LGUs	12-17-14					
DBM BC NO. 2017-1	AMENDING BUDGET CIRCULAR (BC) NO. 2016-05 ENTITLED, "REVISED GUIDELINES ON THE ACQUISITION AND USE OF GOVERNMENT MOTOR VEHICLES" DATED AUGUST 22, 2016	04-26-17					
DBM BC NO. 2016-5	REVISED GUIDELINES ON THE ACQUISITION AND USE OF GOVERNMENT MOTOR VEHICLES	08-22-16					
AO No. 15	AMENDING ADMINISTRATIVE ORDER NO. 233 (S.2008) ENTITLED 'REITERATING THE PROHIBITION ON THE ACQUISITION AND USE OF LUXURY VEHICLES AND DIRECTING REVISIONS OF GUIDELINES ON GOVERNMENT MOTOR VEHICLES ACQUISITION"	05-25-11					

Prepared By

KAREN GRACE S. GABINETE
LGOO II
Regional Document Controller

Noted By

DONALD A. STRONAY
Asst. Regional Director
Regional QMR





QUALITY PROCEDURE (QP)

PROCEDURE TITLE	Review and Endorse LGU's Request For Authority To Purchase Motor Vehicles		
SCOPE	This process starts from the receipt of LGU request for authority by the C/MLGOOs or the Provincial/HUC/Regional Focal Person up to the endorsement of request for authority or other appropriate action/s undertaken by the Process Owner.		
PURPOSE	To define an objective process for the review and endorsement of LGUs request for authority to purchase motor vehicles pursuant to DILG Memorandum Circular No. 2014-155 dated December 17,2014, as amended by DILG MC No.2015-52 dated May 11,2015; and, DBM Budget Circular 2016-05 dated August 22, 2016, also amended by DBM Budget Circular No. 2017-01 dated April 26, 2017 in ensuring LGUs do not procure luxury vehicles per AO No. 15 dated May 25, 2011.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
LCE Request, Certificate of Availability of Funds, Appropriation Ordinance/Resolution & Updated MV Inventory		REVIEW AND ENDORSE LGU's REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES	Endorsement DILG Central Office (BLGS)
DESCRIPTIVE STATEMENT:			
The C/MLGOOs or the Provincial/HUC/Regional Focal Person will receive the LCE's request letter (indicating no. of units to be purchased, type of vehicle, engine displacement, fuel-type, no. of cylinders, amount allocated and purpose) and required supporting documents, review its appropriateness and completeness based on the Checklist of Documentary Requirements, and endorse through proper channel to DILG Central Office (BLGS) and/or undertake other appropriate action/s, using the appropriate maintained Forms. In case of receipt by the C/MLGOO, the C/MLGOO will prepare and sign the endorsement after reviewing the documents and forward it to the DILG Provincial/Regional Office. In case of receipt by the Provincial/HUC Office, whether direct from the LGU or through the endorsement of C/MLGOO, the endorsement or any appropriate action shall be reviewed and countersigned by the immediate Supervisor and forwarded to the City/Provincial Director for signature. This same process applies to the Regional level, such that the Regional Focal Person will review and prepare the endorsement or appropriate action, for review and countersign of the Division Chief and/or the Assistant Regional Director, to be forwarded to the Regional Director for signature. The Assistant Regional Director will sign in the absence of the Regional Director, to facilitate prompt action.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	C/MLGOOs or the Provincial/HUC/Regional Focal Person	Receive, review and endorse APMV documents or undertake appropriate action	<ul style="list-style-type: none"> Receive Letter request and supporting documents in original or emailed/faxed certified true copy, stamped received with date, time and signature by the receiving Officer/Staff. Record the details of the request in the PSL. Check completeness & appropriateness of the 	<ul style="list-style-type: none"> Stamped received documents Process Summary Logsheet (PSL) Checklist of Documentary Requirements



QUALITY PROCEDURE (QP)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>request and its supporting documents.</p> <ul style="list-style-type: none"> Determine appropriate action based on documents received: <ul style="list-style-type: none"> If documents submitted by the LGU requesting APMV are complete, prepare endorsement letter for PO/RO/CO (BLGS), whichever is proper. If documents submitted by the LGU requesting APMV are incomplete or needs revision, prepare a letter addressed to the concerned requesting for the revision or immediate submission of lacking document/s. In case qualified for LGU Authority 	<ul style="list-style-type: none"> Submitted Request for APMV documents Endorsement letter Letter reply for Revision/ Incomplete Documents (FM-QP-R13-LGMED-23-04) Letter reply for LGU Authority (FM-QP-R13-LGMED-23-05)
2	Regional Focal Person	Inform/Furnish requesting LGU with copy of endorsement, with attached Customer Service Satisfaction (CSS) Form	<ul style="list-style-type: none"> After request has been endorsed to DILG Central (BLGS), inform LGU of action taken and furnish with copy of endorsement and administer CSS through attached CSS Form, which shall be accomplished by the LGU or office concerned. In case there are additional findings or requirements after the LGU request has been endorsed to BLGS, furnish PDs/CD copy of BLGS letter. 	<ul style="list-style-type: none"> Letter to LGU informing action taken (FM-QP-R13-LGMED-23-08) Letter to PDs/CD furnishing copy of letter from BLGS, for LGU compliance (FM-QP-R13-LGMED-23-08)
3	C/MLGOO or Provincial/ HUC Focal Person		The C/MLGOO or DILG Provincial/HUC FP will facilitate CSS administration and submission to RO thru email or any efficient means possible, for QME purposes.	<ul style="list-style-type: none"> Accomplished CSS (QP-R13-SP-01)



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QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	Process Owners (C/MLGOO and Provincial/HUC/Regional Focal Persons)		<ul style="list-style-type: none">Retain generated records in accordance with Control of Retained Documented Information Procedure	<ul style="list-style-type: none">Masterlist of Records (FM-SP-R13-02-01)

Prepared By		Reviewed By	Approved By
 MARILOU A. SALADO LGOO V	 RAY GREGORY F. JARANILLA Division Chief	 DONALD A. SERONAY Asst. Regional Director	 LILIBETH A. FAMACION, Regional Director
Process Owner	Deputy QMR	Regional QMR	Top Management

- Definition of Terms:**

APMV = Authority to Purchase Motor Vehicles

CSS = Customer Satisfaction Survey

QME = Quality Monitoring and Evaluation

RO = Regional Office of DILG

PO = Provincial Office of DILG

FP = Focal Person

C/MLGOO = City/Municipal Local Government Operations Officer

HUC = Highly Urbanized City

- Legal References:**

DILG MC No.2015-52 dated May 11,2015

DILG MC No. 2014-155 dated December 17,2014

DILG Memorandum dated August 24, 2015

DBM Budget Circular No. 2017-01 dated April 26, 2017

DBM Budget Circular 2016-05 dated August 22, 2016

AO No. 15 dated May 25, 2011



DILG REGION XIII (CARAGA)

**QUALITY
OBJECTIVE (QO)**

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DIVISION/FOU	LGMED
QUALITY PROCEDURE TITLE	REVIEW AND ENDORSE LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Process the LGU's Requests for Department Authority to Purchase Vehicles	<ul style="list-style-type: none"> Received LGU requests for Department Authority to Purchase Motor Vehicle acted fifteen (15) working days upon receipt 	80%	Total number of LGU requests for Department Authority to purchase vehicles acted upon within 15 working days upon receipt \div Total number of requests received $\times 100$	Quarterly	M. SALADO	<ul style="list-style-type: none"> Process Summary Logsheets
	<ul style="list-style-type: none"> Customer Satisfaction Survey received with rating of satisfactory (3) and above (4, 5) 	80%	Total number of responses with rating of satisfactory (3) and above (4, 5) \div Total number of requests received $\times 100$	Quarterly	M. SALADO	<ul style="list-style-type: none"> CSS Summary Logsheets
Prepared By		Reviewed By		Approved By		
 MARILOU AUTOR-SALADO LGOO V		 RAY GREGORY F. JARANILLA Division Chief		 DONALE A. SERONAY OIC-Assst. Regional Director		
Process Owner		Deputy QMR		Regional QMR		Top Quality Management



DILG REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING
AND EVALUATION (QME)**

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DIVISON/FOU	LGMED												
PROCEDURE TITLE	REVIEW AND ENDORSE LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES												
OBJECTIVE STATEMENT	1. 80% of the received LGU requests for Department Authority to Purchase Motor Vehicle acted, fifteen (15) working days upon receipt 2. 80% of Customer Satisfaction Survey received, with rating of satisfactory (3) and above (4, 5)												
CURRENT PERIOD	_____ Quarter CY _____												
INDICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1. Objective 1: 80% of the received LGU requests for Department Authority to Purchase Motor Vehicle acted fifteen (15) working days upon receipt													
A	Total number of LGU requests for Department Authority to purchase vehicles acted upon within 15 working days upon receipt.												
B	Total No. of Requests received.												
C	Formula: $\frac{A}{B} \times 100$		Target Result: 80%										
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met												
2. Objective 2: 80% of Customer Satisfaction Survey received with rating of satisfactory (3) and above (4, 5)													
A	Total number of responses with rating of satisfactory (3) and above (4, 5)												
B	Total number of responses received												
C	Formula: $\frac{A}{B} \times 100$		Target Result: 80%										
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met												
Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the DILG-XIII Deputy QMR.													

Prepared By	Reviewed By	Approved By
MARILOU AUTOR-SALADO LGOO V	RAY GREGORY F. JARANILLA Division Chief	DONATO A. SERONAY OIC-Asst. Regional Director
Process Owner	Deputy QMR	Regional QMR
		LILIBETH A. FAMACION, CESO III Regional Director
		Top Quality Management



FREQUENCY OF MONITORING: Quarterly

CURRENT PERIOD: _____ Quarter CY _____

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
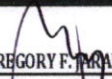

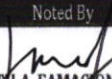
Prepared By	Reviewed By	Noted By
MARILOU AUTOR-SALADO Regional Focal Person PROCESS OWNER	RAY GREGORY F. JARAMILLA Division Chief DEPUTY CMD	DONALD A. SERONAY Asst. Regional Director REGIONAL CMD
		LILIBETH A. FAMAÑON, CESO III Regional Director REGIONAL CMD

CHECKLIST OF REQUIREMENTS FOR AUTHORITY TO PURCHASE MOTOR VEHICLES

DATE OF LETTER REQUEST		
DATE RECEIVED		
NAME OF LOCAL CHIEF EXECUTIVE		
REQUESTING LOCAL GOVERNMENT UNIT		
A. DOCUMENTARY REQUIREMENTS	COMPLETE	INCOMPLETE
Per DILG MC 2014-155 (Original and/or Certified True Copy)		(specify the deficiencies)
1.) Local Chief Executive's letter request stating the type of vehicle to be purchased, number and specification (engine displacement, number of cylinders, and type of fuel) of motor vehicles and the purpose deployment for which such vehicle will be used.	√ Letter dated ____ signed by Mayor ____	
2.) Certification of Availability of Funds by the Local Accountant or Head of the Accounting Unit, or in his/her absence, the Local Treasurer or Budget Officer (Please check if the fund source is allowed as stated in MC No. 2014-155 dated Dec. 17, 2014)	√ Certification issued by ____ on ____	
3.) Local ordinance approving fund allocation/resolution approving such purchase	√ - Appropriation Ordinance No. ____; and, Resolution No. __	
4.) Updated inventory/accounting of all existing motor vehicles showing their status/conditions/worthiness (e.g. good, fair, repairable or unserviceable) duly certified by the Property or Supply Officer	√ Updated Inventory as of ____	
SPECIFICATION/CLASSIFICATION OF MOTOR VEHICLE Per DBM Budget Circular 2017-1 dated April 26, 2017		
A. FOR EXERCISE OF EXECUTIVE FUNCTIONS		
For Department Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs. a. Car (sedan or hatchback) - with engine displacement not exceeding 2200 cc for gasoline or 3000 cc for diesel; and, b. Asian Utility Vehicle (AUV)/Mutli-Purpose Vehicle (MPV)/Crossover Utility Vehicle (CUV) - with engine displacement not exceeding 2000 cc for gasoline or 2800 cc for diesel		
For Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs. a. Car (sedan or hatchback) - with engine displacement not exceeding 1600 cc for gasoline or diesel; and, b. Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) - with engine displacement not exceeding 2000 cc for gasoline or 2500cc for diesel		
For Department Assistant Secretary, Bureau Director, Regional Director, Dept-wide or Bureau-wide Regional Offices and other officials of equivalent rank in NGAs, GOCCs and LGUs. a. Car (sedan or hatchback)- with engine displacement not exceeding 1500 cc for gasoline or diesel; and, b. Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) - with engine displacement not exceeding 2000 cc for gasoline or 2500 cc for diesel		

B. FOR TRANSPORT OF PERSONNEL, EQUIPMENT, SUPPLIES, PRODUCTS & MATERIALS		
1. For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain: a. Pick-up type vehicle with an engine displacement not exceeding 2200 cc for gasoline or 3000 cc diesel fuel; or, b. All-terrain vehicle referred to as SUV with an engine displacement not exceeding 2000cc for gasoline or 2400cc for diesel.	✓ Six (6) units 4x4 Pick-Up, engine displacement not exceeding 3000 cc, 4 cylinders, diesel fuel	
2. For general urban use where road conditions are generally good: (a) Passenger Van - engine displacement not exceeding 2200 cc for gasoline or 3000cc for diesel; and, (b) Multi-Purpose Vehicle (MPV) - engine displacement not exceeding 1500cc for gasoline or 2500cc for diesel		
3. For use in semi-rugged roads in rural areas: (a) "Assembled" Owner-type Jeep - engine displacement not exceeding 1800cc for gasoline or 2500cc for diesel; and, (b) "Assembled" Passenger Jeepney-type Vehicle - engine displacement not exceeding 2000cc for gasoline or 3000cc for diesel.		
4. For use of field personnel/workers who by nature of their functions have to travel to remote areas not normally accessible to ordinary transport vehicles: motorcycle - with engine displacement not exceeding 200 cc.		
5. For transport of personnel/visitors for activities related to education, tourism, trade and investments promotions, banking and finance, foreign affairs and other official functions: Passenger Van - with engine displacement not exceeding 2200 cc for gasoline or 3000 cc for diesel		
6. For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs and other official functions: a. Bus - with engine displacement of 8500 cc for diesel; or, b. Mini-Bus - with engine displacement of 4500 cc for diesel		
C. FOR TRANSPORT OF SICK AND/OR INJURED PERSONS		
a) MPV (for conversion into an ambulance and fitted with the necessary medical equipment and apparatus) -engine displacement not exceeding 1500cc for gasoline or 2500 cc for diesel b) Passenger Van (for conversion into an ambulance and fitted with the necessary medical equipment and apparatus) -engine displacement not exceeding 2200 cc for gasoline or 3000 cc for diesel c. Original Ambulance , designed, built and equipped as such by the manufacturer - specifications may vary according to manufacturer and the sophistication of desired units.		
D. FOR PATROL OPERATIONS		
For patrol operations within a city or municipal proper: (a) Patrol Car, (b) Patrol Vehicle; (c) Patrol Jeep; (d) Patrol Motorcycle		
For highway patrol operations where speed and stability are critical when pursuing other speed vehicles: (a) Patrol Car; (b) Patrol Motorcycle		
E. FOR DISASTER RESPONSE AND RESCUE/RELIEF OPERATIONS		
For mobility purposes and immediate response during disasters and calamities: (a) MPV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) - engine displacement not exceeding 1500 cc for gasoline or 2500 cc for diesel; (b) Pick-Up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus); (c) Motorcycle - specifications may vary according to the intended use and in consideration of min. specifications allowed in certain areas		

F. FOR TRANSPORT OF CASH OR VALUABLE ITEMS		
For transport of large quantity of cash and highly valuable items such as gold and the like, generally, for a bank or agency performing quasi-judicial functions: a. Armored Vehicle - 2500 cc for gasoline or 4500 cc for diesel; other desired features/specs must be supplied by the requesting agency.		
G. FOR FIRE-FIGHTING OPERATIONS		
To provide basic fire-fighting capability to the Bureau of Fire Protection, and other government agencies whose functions and operations necessitate the maintainance of a fire-fighting unit: a. Custom-built Firetruck ; and, b. Original Fire-truck		
H. FOR ROAD CONSTRUCTION AND WASTE MANAGEMENT		
Graders, pay loaders, dump trucks, road rollers, cement mixers, compactors and related equipments. Note: All pertinent data/specifications about the proposed heavy equipment must be supplied by the requesting agency.		
I. FOR CARGO TRANSPORT AND DELIVERY OF EQUIPMENT		
a. Light Delivery Van - four or six wheel light cargo vehicle with closed delivery van-type body, engine displacement not exceeding 4500 cc; b. Light Cargo Truck - four or six wheel light truck with open/drop-side cargo hold, engine displacement not exceeding 7000 cc; and c. Heavy Cargo Truck - six or ten wheel truck with open/drop-side cargo hold, engine displacement not exceeding 9500 cc		
J. FOR AGRICULTURAL USE		
Farm tractor - all pertinent data/specifications about the proposed Farm Tractor must be supplied by the requesting agency.		
K. FOR WATER TRANSPORT		
Motorized Banca for inland waters and limited off-shore and inter-island transportation, inboard engine not exceeding 30 horsepower; and, all other types of sea vessel with varying specifications according to the manufacturer, model, intended use must be supplied by the requesting agency.		
L. FOR AIR TRANSPORT		
M. FOR SPECIAL FUNCTIONS/PURPOSE		
Custom-built, specifications that vary according to the manufacturer, model, intended use must be supplied by the requesting agency.		
REMARKS/ACTION TO BE TAKEN		
PREPARED BY	Name & Signature of Focal Person Position	

Prepared By	Reviewed By	Noted By
 MARILOU AUTOR-SALADO Regional Focal Person PROCESS OWNER	 RAY GREGORY F. MANILLA Division Chief DEPUTY QMR	 DONALD A. PERONAY Asst. Regional Director REGIONAL QMR
		 LILIBETH A. FAMAZON, CSO III Regional Director TOP MANAGEMENT



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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 13 (Caraga)

Basic: Letter dated _____ from (name of LCE), (name of LGU),
requesting for authority to purchase (no. of unit and vehicle type) to be used
for (purpose).

___ **Indorsement**
___ (date)

Respectfully forwarded to **(Name of SILG)**, Officer-in-Charge, Department of the Interior and Local Government, DILG - NAPOLCOM Center, Quezon Avenue corner EDSA, Quezon City, through **(Name of Officer)**, Undersecretary for Local Governments, attention **(Name of Bureau Director)**, Director, Bureau of Local Government Supervision, the herein basic communication with supporting documents, for appropriate action, as follows:

1. Original copy of Certification of Availability of Funds issued by _____
2. Certified true copy of Appropriation Ordinance/Resolution No. __ series of __; and,
3. Certified true copy of Updated Inventory of Existing Motor Vehicles as of _____.

(Name of Regional Director)
Regional Director

Copy furnished:

(name of LCE)
(LGU)

(DILG PD/CD)
(DILG AOR)

Prepared By		Reviewed By	Approved By
 MARILOU A. SALADO LG00 V	 RAY GREGORY F. JARANILLA Division Chief	 DONALD A. SERONAY Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR	Top Management

"Matino, Mahusay at Maaasahan"



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 13 (Caraga)

Date: _____

PD/CD _____

Attention: C/MLGOO

Dear _____:

This refers to the letter of (name of LCE) dated _____
requesting for authority to purchase (no. of unit to be purchased and type of vehicle) amounting _____
pesos for the (purpose).


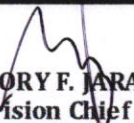
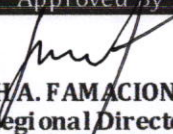
Along this line, please revise letter request to include the vehicle specifications and/or facilitate the immediate submission of the lacking document/s required to facilitate approval of the
aforementioned request, per (cite related issuance).

We will endorse all the documents to the Bureau of Local Government Supervision once complete.

Our best regards.

Truly yours,

(Name of Regional Director)
Regional Director

Prepared By	Reviewed By	Approved By
 MARILOU A. SALADO LG00 V	 RAY GREGORY F. JARANILLA Division Chief	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR
		Top Management

"Matino, Mahusay at Maaasahan"



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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 13 (Caraga)

Date _____

(name of LCE)
Provincial Governor or City/Municipal Mayor
(name of LGU)

Thru: **Name of PD/CD**
DILG (Name of FOU)

Dear **Governor/Mayor** _____:

We are returning back the attached documents, pertaining to your request for an authority to purchase (no. of unit and type of vehicle), which was received by this level on (date of receipt).

Please be advised that the authority to purchase motor vehicles to be sourced from unencumbered local funds and to be used for specific purposes as the (specific-purpose vehicle), falls under the Local Government Unit, per DILG Memorandum Circular No. 2015-52 dated May 11, 2015 and DILG MC 2014-155 dated December 17, 2014.

In this regard, please ensure compliance of the following:

1. That the LGU shall submit within thirty (30) days from the date of acquisition, a report on the purchase of the said motor vehicle to this Department;
2. That the purchase shall be subject to pertinent budgeting, accounting and auditing rules and regulations; and,
3. That the purchase shall be subject to RA 9184 or The Government Procurement Reform Act particularly Section 18, which specifically prohibits reference to brand names.

Along this line, please accomplish the attached CSS Form and kindly return back through Provincial Focal Person or C/MLGOO or through email address: official@caraga.dilg.gov.ph. It will be much appreciated if we can receive the filled up CSS within 5 working this upon receipt thereof, as this will be our reference to improve and serve you better.

Our best regards.

Truly yours,

(Name of Regional Director)
Regional Director

Prepared By		Reviewed By	Approved By
 MARILOU A. SALADO LG00 V	 RAY GREGORY F. JARANILLA Division Chief	 DONALD A. SERONAY Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR	Top Management

"Matino, Mahusay at Maaasahan"



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 13 (Caraga)

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Date _____

Name of PD/CD _____

Provincial/City Director
DILG (Name of FOU)

Dear **PD/CD** _____:

Greetings.

We are furnishing you a copy of Authority to Purchase Motor Vehicle with Reference No. POV CN _____ for (no. of uni to be purchased and type of vehicle/specifications) to be used (purpose) of the (name of LGU).

Along this line, please advise the said LGU to ensure observance of the prescribed conditions, as follows:

1. That the purchase of said vehicle is in compliance to DILG Memorandum Circular No. 2014-155 dated December 17, 2014, as amended by DILG Memorandum Circular No. 2015-52 dated May 11, 2015; and DBM Budget Circular No. 2017-1 dated April 26, 2017, amending DBM Budget Circular No. 2016-5 dated August 22, 2016;
2. That the LGU shall submit within thirty (30) days from the date of acquisition, a report on the purchase of the said motor vehicle to this Department;
3. That the purchase shall be subject to pertinent budgeting, accounting and auditing rules and regulations; and,
4. That the purchase shall be subject to RA 9184 or The Government Procurement Reform Act particularly Section 18, which specifically prohibits reference to brand names.

Our best regards.

Truly yours,

(Name of Regional Director)
Regional Director

Prepared By	Reviewed By		Approved By
 MARILOU A. SALADO LG00 V	 RAY GREGORY F. JARANILLA Division Chief	 DONALD A. SERONAY Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR	Top Management

"Matino, Mahusay at Maaasahan"



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 13 (Caraga)

Basic: Letter dated _____ from (name of LCE), (name of LGU),
requesting for authority to purchase (no. of unit and vehicle type) to be used for
(purpose).

___ Indorsement
___ (date)

Respectfully forwarded to **(Name of SILG)**, Officer-in-Charge, Department of the Interior and Local Government, DILG - NAPOLCOM Center, Quezon Avenue corner EDSA, Quezon City, through **(Name of Officer)**, Undersecretary for Local Governments, attention **(Name of Bureau Director)**, Director, Bureau of Local Government Supervision, the herein basic communication with supporting documents, for appropriate action, as follows:

1. Certified true copy of Purchase Request; or,
2. Certified true copy of Purchase Order; or
3. Certified true copy of Delivery Receipt; and/or,
4. Certified true copy of Inspection and Acceptance Report

(Name of Regional Director)
Regional Director

Copy furnished:

(name of LCE)
(LGU)

(DILG PD/CD)
(DILG AOR)

Prepared By	Reviewed By	Approved By
 MARILOU A. SALADO LG00 V	 RAY GREGORY F. JARANILLA Division Chief	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR
		Top Management

"Matino, Mahusay at Maaasahan"



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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 13 (Caraga)

(Date)

Name of LCE

Provincial Governor or City/Mun Mayor

Name of LGU

Thru: Name of PD/CD
DILG – (Field Unit)

Dear **Governor/Mayor** _____:

Please be informed that your request for Authority to Purchase (no. of units and type of vehicle type, specifications, purpose) has been evaluated by this level and endorsed to the DILG- Bureau of Local Government Supervision. Please see the attached copy of the endorsement letter.

Along this line, we are requesting for the accomplishment of the attached Customer Satisfaction Survey (CSS) Form, which will be our basis to better serve you. It will be much appreciated if you can send it back to us within five (5) working days upon receipt, through our DILG Provincial Office or C/MLGOO or through email address: official@caraga.dilg.gov.ph

Thank you and warm regards.

Truly yours,

(Name of Regional Director)
Regional Director

Prepared By		Reviewed By	Approved By
 MARILOU A. SALADO LG00 V	 RAY GREGORY F. JARANILLA Division Chief	 DONALD A. SERONAY Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Deputy QMR	Regional QMR	Top Management

"Matino, Mahusay at Maaasahan"



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 13 (Caraga)

_____(Date)_____

Name of PD/CD

Provincial/HUC Director

DILG - Name of FOU

Dear **PD/CD** _____:

Greetings.

We are furnishing you a copy of the letter dated _____, which was received by this level on (date), from _____, Bureau of Local Government Supervision (BLGS), addressed to (Name of LCE, Position, LGU) relative to the request of the latter for a Department Authority to purchase (no. of unit/type of vehicle/purpose).

Please coordinate with the (name of the concerned office) and advise compliance to facilitate approval.

Our warm regards.

Truly yours,

(Name of Regional Director)

Regional Director

"Matino, Mahusay at Maaasahan"