




Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XIII (CARAGA)**  
1559 Matimco Bldg, Km 4., Libertad, Butuan City  
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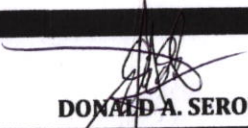
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Name of Division/FOU: Finance and Administrative Division

**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Provision of Vehicular Support Services							
QP-R13-FAD-15	Quality Procedure	10.16.17					
QO-QP-R13-FAD-15	Quality Objective	10.16.17					
QME-QP-R13-FAD-15	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-15-01	Process Summary Logsheet	10.16.17					
FM-QP-R13-FAD-15-02	Gasoline Slip	10.16.17					
FM-QP-R13-FAD-15-03	Travel Checklist	10.16.17					
FM-QP-R13-FAD-15-04	Vehicle Log and Trip Sheet	10.16.17					

Prepared By  
  
**KAREN GRACE S. GABINITE**  
LGOO II  
Document Controller

Noted By  
  
**DONALD A. SERONAY**  
Asst. Regional Director  
Regional QMR




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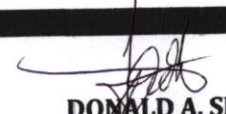
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Name of Division/FOU:

**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Provision of Vehicular Support Services							
Driver's Trip Ticket	Driver's Trip Ticket	10.16.17					

Prepared By  
  
**KAREN GRACE S. GABINITE**  
LG00 II  
Document Controller

Noted By  
  
**DONALD A. SERONAY**  
Asst. Regional Director  
Regional QMR









# **QUALITY PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>communicate to requisitioner the noted deficiency for appropriate action.</p> <ul style="list-style-type: none"> <li>Forward the request to the Division Chief for approval. (In the absence of the Division Chief, Assistant Division Chief will approve the request)</li> </ul>	
3	FAD Chief / Assistant Division Chief	Approve the request	Chief, FAD/ADC: Approve/Disapprove request	<ul style="list-style-type: none"> <li>VPS form with supporting documents</li> </ul>
4	GSS Staff / Assigned Driver	Prepare Driver's Trip ticket	<ul style="list-style-type: none"> <li>Accomplish the Driver's Trip Ticket form and forward to FAD Chief for signature and to Assistant Regional Director/ Regional Director for approval</li> </ul>	<ul style="list-style-type: none"> <li>Trip Ticket</li> <li>VPS</li> </ul>
5	FAD Chief / ARD / RD	Approve the trip ticket	<ul style="list-style-type: none"> <li>FAD Chief: Signed the Driver's Trip Ticket</li> <li>RD: Approve request</li> <li><i>Note: In the absence of RD, ARD/FAD Chief approve the Driver's Trip Ticket</i></li> <li>Return the approved trip ticket to GSS Staff</li> </ul>	<ul style="list-style-type: none"> <li>Trip Ticket</li> <li>copy of VPS</li> </ul>
6	GSS Staff	Forward the Trip Ticket and other travel documents to Assigned Driver	<ul style="list-style-type: none"> <li>Forward the Trip Ticket and other travel documents to Assigned Driver</li> </ul>	<ul style="list-style-type: none"> <li>Trip Ticket</li> <li>copy of VPS</li> <li>Other Travel Documents, if any</li> </ul>
7	Driver	Prepare for the trip	<ul style="list-style-type: none"> <li>Check the vehicle to be used to ensure safety during travel.</li> <li>Accomplish BLOWBAGETS Checklist and certify safety of the vehicle.</li> <li>If replacement/repair is needed, refer to Maintenance of Vehicles procedure.</li> </ul>	<ul style="list-style-type: none"> <li>BLOWBAGETS Checklist</li> <li>Maintenance of Vehicles procedure</li> </ul>



DILGREGION XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8	Driver	Carry-out the trip	<ul style="list-style-type: none"> <li>Carry out the trip.</li> </ul> <p>Very important Reminder: The driver must be:</p> <ul style="list-style-type: none"> <li>Not intoxicated</li> <li>Physically Fit to drive</li> </ul> <ul style="list-style-type: none"> <li>Fill up Section B of the Driver's Trip Ticket and Request passenger/s to sign before departure.</li> <li>Upon return, accomplish the B portion of the Driver's Trip Ticket and report to GSS Staff or Guard on Duty</li> </ul>	<ul style="list-style-type: none"> <li>Trip Ticket</li> </ul>
9	Process Owner	Maintain Records	<ul style="list-style-type: none"> <li>Update the VPSS Log Sheet</li> <li>Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records.</li> </ul>	<ul style="list-style-type: none"> <li>VPSS Log Sheet</li> <li>Master List of Records</li> </ul>

## 2. For Field Operating Units (FOUs)

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Requesting Officer	Accomplish Request for Vehicle Pass Slip (VPS)	Fill – out the form completely, as to date, name of passengers, destination, purpose and time-out and time of return.	<ul style="list-style-type: none"> <li>VPS Form with supporting documents, as applicable, such as:               <ul style="list-style-type: none"> <li>Travel Order</li> <li>Invitation</li> <li>Regional Order</li> <li>Department Order</li> <li>Letter Request</li> </ul> </li> </ul>
2	Program Manager	Receive and Evaluate the request and recommend for approval	<ul style="list-style-type: none"> <li>Evaluate the request as to the following:               <ul style="list-style-type: none"> <li>✓ Official nature of the trip;</li> <li>✓ Availability of driver (if possible, confirm with the driver);</li> <li>✓ Availability of Vehicle (based on load requirement and capacity of vehicle)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>VPS form with supporting documents</li> <li>Vehicle's Log &amp; Trip Sheet</li> </ul>





DILGREGION XIII (CARAGA)

# **QUALITY PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> <li>If the above items are satisfactory complied with appropriate supporting documents, indicate the specific vehicle allotted and the assigned Driver for the trip requested in the form; communicate to requisitioner the noted deficiency for appropriate action.</li> <li>Forward the request to the Provincial Director for approval. (In the absence of the Provincial Director, the Program Manager will approve the request)</li> </ul>	
3	Provincial Director	Approve the request	<ul style="list-style-type: none"> <li>Provincial Director/Program Manager: Approve/Disapprove request</li> </ul>	<ul style="list-style-type: none"> <li>VPS form with supporting documents</li> </ul>
4	Driver	Prepare Driver's Trip ticket	<ul style="list-style-type: none"> <li>Accomplish the Driver's Trip Ticket form and forward to Program Manager for signature and to Provincial Director for approval</li> </ul>	<ul style="list-style-type: none"> <li>Trip Ticket</li> <li>VPS</li> </ul>
5	Provincial Director	Approve the trip ticket	<ul style="list-style-type: none"> <li>Program Manager: Sign the Driver's Trip Ticket</li> <li>Provincial Director: Approve the Driver's Trip Ticket <i>Note: In the absence of PD, Program Manager can approve the Driver's Trip Ticket</i></li> <li>Return the approved trip ticket to Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>Trip Ticket</li> <li>copy of VPS</li> </ul>
6	Driver	Prepare for the trip	<ul style="list-style-type: none"> <li>Check the vehicle to be used to ensure safety during travel.</li> <li>Accomplish BLOWBAGETS Checklist and certify safety of the vehicle.</li> <li>If replacement/repair is needed, refer to Maintenance of Vehicles procedure .</li> </ul>	<ul style="list-style-type: none"> <li>BLOWBAGETS Checklist</li> <li>Maintenance of Vehicles procedure</li> </ul>



DILG REGION XIII (CARAGA)  
**QUALITY  
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
7	Driver	Carry-out the trip	<ul style="list-style-type: none"><li>Carry out the trip.</li></ul> <p><i>Very important Reminder:</i> The driver must be:</p> <ul style="list-style-type: none"><li>Not intoxicated</li><li>Physically Fit to drive</li></ul> <ul style="list-style-type: none"><li>Fill up Section B of the Driver's Trip Ticket and Request pasenger/s to sign before departure.</li></ul> <ul style="list-style-type: none"><li>Upon return, accomplish the B portion of the Driver's Trip Ticket and report to the Program Manager</li></ul>	<ul style="list-style-type: none"><li>Trip Ticket</li></ul>
8	Process Owner	Maintain Records	<ul style="list-style-type: none"><li>Update the VPSS Log Sheet</li><li>Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records.</li></ul>	<ul style="list-style-type: none"><li>VPS Log Sheet</li><li>Master List of Records</li></ul>

**Definition of Terms:**

VSS – Vehicle Pass Slip

BLOWBAGETS – Brakes, Lights, Oil, Water, Battery, Air, Engine, Tire & Safety Belts

Prepared By	Reviewed By	Approved By
 <b>EDGARDO T. CUBILLAS</b> Admin. Officer V <b>Process Owner</b>	 <b>DONALD A. SERONAY</b> OIC-Assst. Regional Director <b>Regional QMR</b>	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director <b>Top Management</b>





DILG REGION XIII (CARAGA)

**QUALITY  
OBJECTIVE (QO)**

Document Code

**QO-QP-R13-FAD-15**

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<b>DIVISION/FOU</b>	Finance and Administrative Division
<b>QUALITY PROCEDURE TITLE</b>	PROVISION OF VEHICULAR SUPPORT SERVICES

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 request for Vehicular Support Service	To come up with the percentage of processing the requests for approval of the requesting unit for provision of vehicle	80%	Total No. of requests processed and completed/ Total No. Of requests received	Monthly	General Services Section Staff	<ul style="list-style-type: none"><li>• Vehicle Pass Slip Log Sheet</li><li>• Trip Ticket</li></ul>

Prepared By	Reviewed By	Approved By
 <b>EDGARDO T. CUBILLAS</b> Admin. Officer V	 <b>DONALD A. SERONAY</b> OIC - Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>





DILG REGION XIII (CARAGA)  
**PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**

Document Code		
<b>QME-QP-R13-FAD-15</b>		
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<b>DIVISION/FOU</b>	FINANCE & ADMINISTRATIVE DIVISION, GENERAL SERVICES DIVISION																									
<b>PROCEDURE TITLE</b>	PROVISION OF VEHICULAR SUPPORT SERVICES																									
<b>OBJECTIVE STATEMENT</b>	To come up with the percentage of processing the requests for approval of the requesting unit for provision of vehicle																									
<b>CURRENT PERIOD</b>																										
<b>INDICATORS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>													
A Total no. of requests processed and completed																										
B Total No. of request 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																										
<b>Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.</b>																										

<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>
 <b>EDGARDO T. CUBILLAS</b> Admin. Officer V	 <b>DONALD A. SERONAY</b> OIC-Asst. Regional Director	 <b>LILIBETH A. FAMACION, CES0 III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>



**DILG REGION XIII (CARAGA)**  
**Provision of Vehicular Support Services**  
**Process Summary Log Sheet (PSL)**

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**QUALITY OBJECTIVE:** 80% of the requests for provision of vehicular support services acted.  
**FREQUENCY OF MONITORING:** Monthly  
**COVERED PERIOD:**  
**DUE DATE OF SUBMISSION:**

No.	Division/End User	Date Requested	No. of Requests Received	No. of Requests Acted	Objective Result			Remarks/ Particulars
					Met	Unmet	Remarks, if Unmet	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>TOTAL:</b>								
<b>RESULT:</b>								

Prepared By	Reviewed By	Approved By
 <b>EDGARDO T. CUBILLAS</b> Admin. Officer V Process Owner	 <b>DONALD A. SERONAY</b> OIC-Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION</b> Regional Director Top Management



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KM 4, 1559 MATIMCO Bldg., Libertad, Butuan City

**DRIVER'S TRIP TICKET**

No: \_\_\_\_\_

**To be filled by Administrative Officer or Requesting Officer:**

1. Name of authorized passenger/s \_\_\_\_\_
2. Name of Driver of the Vehicle \_\_\_\_\_
3. Government Motor Vehicle to be used, Plate No. \_\_\_\_\_
4. Expected Departure \_\_\_\_\_ AM/PM \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_
5. Expected Return \_\_\_\_\_ AM/PM \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_
6. Place/s to be visited/inspected \_\_\_\_\_
7. Purpose \_\_\_\_\_

**JOCELYN C. JAYOMA**

\_\_\_\_\_  
*Requesting Officer*

\_\_\_\_\_  
*LGOO VII/OIC-CAD*

\_\_\_\_\_  
*Designation*

**DONALD A. SERONAY**

\_\_\_\_\_  
*Approving Officer*

\_\_\_\_\_  
*Asst. Regional Director*

\_\_\_\_\_  
*Designation*

**To be filled by the Driver:**

1. Time of departure from office/garage (per no. 4) \_\_\_\_\_ AM/PM
2. Time of arrival back to office/garage \_\_\_\_\_ AM/PM
3. Approximate distance traveled to and from \_\_\_\_\_ Miles/Kms
4. Gasoline/Diesoline

- |                                       |       |        |
|---------------------------------------|-------|--------|
| a. Previous balance                   | _____ | liters |
| b. Issued by the office from stock    | _____ | liters |
| c. Purchased during trip              | _____ | liters |
| <b>TOTAL</b>                          | _____ | liters |
| <b>LESS: Consumed during the trip</b> | _____ | liters |
| <b>Gasoline Balance</b>               | _____ | liters |

5. Lubricants

- |                |       |        |
|----------------|-------|--------|
| a. Motor Oil   | _____ | liters |
| b. Brake Fluid | _____ | liters |
| c. Grease      | _____ | liters |

6. Speedometer reading \_\_\_\_\_ Beginning \_\_\_\_\_ End \_\_\_\_\_
7. Total Distance traveled \_\_\_\_\_ Kms
8. Remarks: \_\_\_\_\_

**I HEREBY CERTIFY** to the correctness of the above statement of record on travel



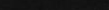
\_\_\_\_\_  
Driver

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**VEHICLE'S DAILY LOG AND TRIP SHEET**[illegible]

**Driver's Signature Over Printer Name**

Prepared By	Reviewed By	Approved By
 <b>EDGARDO T. CUBILLAS</b> Admin. Officer V Process Owner	 <b>DONALD A. SERONAY</b> OIC-Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management





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**TRAVEL CHECKLIST**

VEHICLE PLATE NO: \_\_\_\_\_

TRIP TICKET NO: \_\_\_\_\_

**A. BLOWBAGETS**

Place a checkmark (✓) on the following:

		BEFORE TRIP	AFTER TRIP
<b>B-BATTERY</b>	Battery terminals are clean and without corrosion.		
	Battery is functioning well.		
<b>L-LIGHTS</b>	All lights are functioning well.		
<b>O-OIL</b>	Any possible cause of oil spill, if any.		
	Transmission/Power steering oil level is sufficient for the trip.		
	Bring extra bottle of oil for emergencies.		
<b>W-WATER</b>	Radiator coolant level is sufficient for the trip.		
	The windshield washer fluid is working.		
<b>B-BRAKES</b>	The Brake pads are working.		
	Any possible cause of brake fluid spill, if any (leaks).		
	Inspect the brake rotor disc.		
	The brake fluid is sufficient for the trip.		
<b>A-AIR</b>	The tires have proper air pressure.		
<b>G-GAS</b>	Fuel is sufficient for the trip		
<b>E- ENGINE</b>	Engine is functioning properly		
<b>T- TIRE</b>	No bulges and holes or punctured		
<b>S-SEAT BELT</b>	Not defective		

**B. CAR TOOLS/ACCESSORIES**

<input type="checkbox"/>	Crocodile Jack
<input type="checkbox"/>	Umbrella
<input type="checkbox"/>	Tool box w/ basic tools inside
<input type="checkbox"/>	X wrench
<input type="checkbox"/>	Flashlight

BEFORE TRIP	AFTER TRIP

**C. REMARKS**

**D. BODY**

<input type="checkbox"/>	Clean
<input type="checkbox"/>	Muddy
<input type="checkbox"/>	Dusty
<input type="checkbox"/>	Others/Specify:

BEFORE TRIP	AFTER TRIP

I hereby certify that the above carried out the BLOWBAGETS check, ensure presence of the above CAR Tools/Accessories and found the vehicle safe for the trip.

\_\_\_\_\_  
Driver's Name and Signature/Date

\_\_\_\_\_  
Chief, Finance and Administrative Division

DATE:

Prepared By	Reviewed By	Approved By
 <b>EDGARDO T. CUBILLAS</b> Admin. Officer V Process Owner	 <b>DONALE A. SERONAY</b> OIC-Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION</b> Regional Director Top Management



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**DILG CARAGA REGIONAL OFFICE**

*Gasoline Slip*

**REQUESTED BY:**

\_\_\_\_\_  
Printed Name / Signature

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Type of Vehicle: \_\_\_\_\_

Plate No. \_\_\_\_\_

No. of Liters/Quarts: \_\_\_\_\_

Gasoline: \_\_\_\_\_

Oil: \_\_\_\_\_

Others: \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
Printed Name / Signature

Date : \_\_\_\_\_

Prepared By	Reviewed By	Approved By
 <b>EDGARDO T. CUBILLAS</b> Admin. Officer V Process Owner	 <b>DONALD A. SERONAY</b> OIC-Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION</b> Regional Director Top Management