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

Document Code		
FM-R13-SP-01A-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU: **Finance and Administrative Division**

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	Noted By
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Document Code		
FM-R13-SP-01B-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU:

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	Noted By
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PROCEDURE TITLE	**Provision of Vehicular Support Services**
SCOPE	The procedure starts from receipt of Request for Vehicular Support, Approval of Trip Tickets up to the return of Vehicle to the official station.
PURPOSE	To provide transport assistance to DILG Region 13 employees and ensure efficient management of office vehicles.

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
REQUESTING UNIT — Request for Vehicle Pass Slip →	Provision of Vehicular Support Services	Accomplished Vehicle Trip Ticket → GSS

DESCRIPTIVE STATEMENT: The Requesting Operating Unit /Officer will fill out the Request for Vehicle Pass Slip form and submit the request along with the supporting documents to Supervising Admin. Officer (SAO)) or General Services Section (GSS) for processing. After checking and verification of documents, the concerned Personnel processes and prepares documents for approval of Chief Administrative Officer / OIC, Asst. Regional Director.

1. **For Regional Office**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Requesting Office (Divisions, Units, Sections)/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.	• VPS Form with supporting documents, as applicable, such as: • Travel Order • Invitation • Regional Order • Department Order • Letter Request
2	SAO/GSS Staff	Receive and Evaluate the request and recommend for approval	• Evaluate the request as to the following: • Official nature of the trip; • Availability of driver (if posssible, confirm with the driver); • Availability of Vehicle (based on load requirement and capacity of vehicle) • If the above items are satisfactory complied with appropriate supporting documents, indicate the specific vehicle alloted and the assigned Driver for the trip requested in the form;	• VPS form with supporting documents • Vehicle's Log & Trip Sheet

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			communicate to requisitioner the noted deficiency for appropriate action. • Forward the request to the Division Chief for approval. (In the absence of the Division Chief, Assistant Division Chief will approve the request)	
3	FAD Chief / Assistant Division Chief	Approve the request	Chief, FAD/ADC: Approve/Disapprove request	• VPS form with supporting documents
4	GSS Staff / Assigned Driver	Prepare Driver's Trip ticket	• Accomplish the Driver's Trip Ticket form and forward to FAD Chief for signature and to Assistant Regional Director/ Regional Directorfor approval	• Trip Ticket • VPS
5	FAD Chief / ARD / RD	Approve the trip ticket	• FAD Chief: Signed the Driver's Trip Ticket • RD: Approve request • *Note: In the absence of RD, ARD/FAD Chief approve the Driver's Trip Ticket* • Return the approved trip ticket to GSS Staff	• Trip Ticket • copy of VPS
6	GSS Staff	Forward the Trip Ticket and other travel documents to Assigned Driver	• Forward the Trip Ticket and other travel documents to Assigned Driver	• Trip Ticket • copy of VPS • Other Travel Documents, if any
7	Driver	Prepare for the trip	• Check the vehicle to be used to ensure safety during travel. • Accompish BLOWBAGETS Checklist and certify safety of the vehicle. • If replacement/repair is needed, refer to Maintenance of Vehicles procedure .	• BLOWBAGETS Checklist • Maintenance of Vehicles procedure

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8	Driver	Carry-out the trip	• Carry out the trip. Very important Reminder: The driver must be: • Not intoxicated • Physically Fit to drive • Fill up Section Bof the Driver's Trip Ticket and Request pasenger/s to sign before departure. • Upon return, accomplish the B portionof the Driver's Trip Ticketand report to GSS Staff or Guard on Duty	• Trip Ticket
9	Process Owner	Maintain Records	• Update the VPSS Log Sheet • Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records.	• VPSS Log Sheet • Master List of Records

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.	• VPS Form with supporting documents, as applicable, such as: • Travel Order • Invitation • Regional Order • Department Order • Letter Request
2	Program Manager	Receive and Evaluate the request and recommend for approval	• Evaluate the request as to the following: ✓ Official nature of the trip; ✓ Availability of driver (if posssible, confirm with the driver); ✓ Availability of Vehicle (based on load requirement and capacity of vehicle)	• VPS form with supporting documents • Vehicle's Log & Trip Sheet

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			• If the above items are satisfactory complied with appropriate supporting documents, indicate the specific vehicle alloted and the assigned Driver for the trip requested in the form; communicate to requisitioner the noted deficiency for appropriate action. • Forward the request to the Provincial Director for approval. (In the absence of the Provincial Director, the Program Manager will approve the request)	
3	Provincial Director	Approve the request	• Provincial Director/Program Manager: Approve/Disapprove request	• VPS form with supporting documents
4	Driver	Prepare Driver's Trip ticket	• Accomplish the Driver's Trip Ticket form and forward to Program Manager for signature and to Provincial Director for approval	• Trip Ticket • VPS
5	Provincial Director	Approve the trip ticket	• Program Manager: Sign the Driver's Trip Ticket • Provincial Director: Approve the Driver's Trip Ticket *Note: In the absence of PD, Program Manager can approve the Driver's Trip Ticket* • Return the approved trip ticket to Program Manager	• Trip Ticket • copy of VPS
6	Driver	Prepare for the trip	• Check the vehicle to be used to ensure safety during travel. • Accompish BLOWBAGETS Checklist and certify safety of the vehicle. • If replacement/repair is needed, refer to Maintenance of Vehicles procedure .	• BLOWBAGETS Checklist • Maintenance of Vehicles procedure

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
7	Driver	Carry-out the trip	• Carry out the trip. *Very important Reminder:* The driver must be: • Not intoxicated • Physically Fit to drive • Fill up Section B of the Driver's Trip Ticket and Request pasenger/s to sign before departure. • Upon return, accomplish the B portionof the Driver's Trip Ticket and report to the Program Manager	• Trip Ticket
8	Process Owner	Maintain Records	• Update the VPSS Log Sheet • Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records.	• VPS Log Sheet • Master List of Records

Definition of Terms:

VSS – Vehicle Pass Slip

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

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Process Owner	**Regional QMR**	**Top Management**

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DILG REGION XIII (CARAGA)

QUALITY OBJECTIVE (QO)

Document Code		
QO-QP-R13-FAD-15		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

DIVISION/FOU	**Finance and Administrative Division**
QUALITY PROCEDURE TITLE	**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	• Vehicle Pass Slip Log Sheet • Trip Ticket

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DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
QME-QP-R13-FAD-15		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

DIVISON/FOU	FINANCE & ADMINISTRATIVE DIVISION, GENERAL SERVICES DIVISION
PROCEDURE TITLE	PROVISION OF VEHICULAR SUPPORT SERVICES
OBJECTIVE STATEMENT	To come up with the percentage of processing the requests for approval of the requesting unit for provision of vehicle
CURRENT PERIOD	

INDICATORS			**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
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														

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.

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Document Code		
FM-QP-R13-FAD-15-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

DILG REGION XIII (CARAGA)

Provision of Vehicular Support Services Process Summary Log Sheet (PSL)

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								
TOTAL:								
RESULT:								

Prepared By	Reviewed By	Approved By
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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	**DONALD A. SERONAY**
Requesting Officer	*Approving Officer*
LGOO VII/OIC-CAD	*Asst. Regional Director*
Designation	*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
   TOTAL _____liters
   LESS: Consumed during the trip _____liters
   Gasoline Balance _____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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Document Code		
FM-QP-R13-FAD-15-04		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

VEHICLE'S DAILY LOG AND TRIP SHEET

DATE	ODOMETER READING		DESTINATION		NAME OF PASSENGER	SIGNATURE
	Beginning	Ending	From	To		

Driver's Signature Over Printer Name

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Document Code		
FM-QP-R13-FAD-15-03		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

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

B. CAR TOOLS/ACCESSORIES

		BEFORE TRIP	AFTER TRIP
	Crocodile Jack		
	Umbrella		
	Tool box w/ basic tools inside		
	X wrench		
	Flashlight		

C. REMARKS

D. BODY

		BEFORE TRIP	AFTER TRIP
	Clean		
	Muddy		
	Dusty		
	Others/Specify:		

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:

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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
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