



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

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
Review & Endorsement of LGU Request for Authority To Purchase Motor Vehicles							
QP-R13-LGMED-23	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 Authority to Purchase Motor Vehicle	10.16.17					
FM-QP-R13-LGMED-23-03	Indorsement Letter re: APMV	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	Furnishing copy of APMV	10.16.17					
FM-QP-R13-LGMED-23-07	Report on Procured MVs	10.16.17					

Prepared By  
  
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LGDO II  
Regional Document Controller

Noted By  
  
DONALD A. SERONAY  
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Name of Division/FOU: Local Government Monitoring and Evaluation Division

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
Review and Endorse LGU's Request For Authority To Purchase Motor Vehicles							
	List all external documents pertinent to the process:						
	DILG MC 2014-155 dtd Dec. 17, 2014						
	DILG Memorandum Circular No.2015-52 dated May 11,2015						
	DILG Memorandum dated Aug. 24, 2015						
	DBM Budget Circular No. 2017-1 dated April 26, 2017						
	AO No. 15 dtd May 25, 2011						
	Externally Developed forms but adopted by our processes (e.g. CSC Forms, GAM Forms, Etc.)						

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**MASTERLIST OF RECORDS**

MASTERLIST OF RECORDS									
DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
(Procedure)									
FM-QP-R13-LGMED-23-01	Process Summary Logsheet (PSL)	MAS	My Computer Desktop	QP-R13-LGMED-23 Folder: ISO Processed APMV/QP-R13-LGMED-23-PSL2017/PSL2018	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-QP-R13-LGMED-23-02	Checklist of Authority to Purchase Motor Vehicles	MAS	My Computer Desktop	QP-R13-LGMED-23 Folder: LGMED 23_Malou for Posting/Forms_CORRECTED 2018	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-QP-R13-LGMED-23-03	INDORSEMENT LETTER with pertinent documents re APMV Request per LGU such as: Letter Requests from LCE, Cert. of Availability of Funds, Resolutions or Appropriation Ordinance, Updated Inventory of Motor Vehicles	MAS	LGMED Cabinet, Drawer #1	ACTED REQUESTS FOR AUTHORITY TO PURCHASE MOTOR VEHICLES CY__ (WITH PENDING APMV)	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-QP-R13-LGMED-23-04	LETTER re: Incomplete Documents for Compliance (with pertinent documents)	MAS	LGMED Cabinet, Drawer #1	RESPONSE LETTER TO LCEs RE REVISIONS OR LACKING DOCUMENTS 2017 (DOCUMENTS ATTACHED)	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-QP-R13-LGMED-23-05	LETTER re: LGU Authority (with pertinent documents)	MAS	LGMED Cabinet, Drawer #1	RESPONSE LETTER TO LCEs RETURNING DOCUMENTS AND ADVISE FOR LGU AUTHORITY 2017 (WITH ATTACHED RETAINED COPY FOR REFERENCE)	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-QP-R13-LGMED-23-06	LETTER: Furnishing copy of APMV/s	MAS	LGMED Cabinet, Drawer #1	ACTED REQUESTS FOR AUTHORITY TO PURCHASE MOTOR VEHICLES CY__ (WITH APPROVED APMV)	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-QP-R13-LGMED-23-07	Endorsed Report on Procured MVs	MAS	LGMED Cabinet, Drawer #1	LGU REPORTS RE PROCURED MOTOR VEHICLES 2017 (WITH ATTACHED DOCUMENTS SUCH AS PO AND DELIVERY RECEIPT)	Sequential by year (latest on top)	3 years	3 years	8 years	recycling



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**MASTERLIST OF RECORDS**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
FM-QP-R13-LGMED-23-08	LETTER to LCE thru PD/CD Informing on Action Taken with CSS Form	MAS	LGMED Cabinet, Drawer #1	Customer Satisfaction Survey (CSS) Files	Sequential by year (latest on top)	3 years	5 years	6 years	recycling
QP-R13-LGMED-23	Quality Procedure	MAS	My Computer Desktop	QP-R13-LGMED-23 Folder: LGMED 23_Malou for Posting/Forms_CORRECTED 2018	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
QO-QP-R13-LGMED-23	Quality Objective	MAS	My Computer Desktop	QP-R13-LGMED-23 Folder: LGMED 23_Malou for Posting/Forms_CORRECTED 2018	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
QME-QP-R13-LGMED-23	Quality Monitoring & Evaluation	MAS	My Computer Desktop	QP-R13-LGMED-23 Folder: LGMED 23_Malou for Posting/Forms_CORRECTED 2018	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-R13-SP-07-01	Risk Register - Objective Risk Assessment	MAS	My Computer Desktop	QP-R13-LGMED-23 Folder: LGMED 23_Malou for Posting/Forms_CORRECTED 2018/FM-R13-SP-07	Sequential by year (latest on top)	3 years	3 years	6 years	recycling
FM-R13-SP-07-02	Risk Register - Process Risk Assessment	MAS	My Computer Desktop	- same as above -					

Prepared By
<b>MARILOU AUTOR-SALADO</b> LGQQ V
Process Owner

Reviewed By
<b>RAY GREGORY F. JARANILLA</b> Chief, LGMED
Deputy QMR





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

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<b>PROCEDURE TITLE</b>	<b>REVIEW AND ENDORSE LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES</b>
<b>SCOPE</b>	This process starts from the receipt of LGU request for authority by the C/MLGOOs up to the endorsement of request for authority or other action/s.
<b>PURPOSE</b>	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

**PROCESS DESCRIPTION**

INPUT	PROCESS	OUTPUT
LGUs (PCM) LCE Request, Certificate of Availability of Funds, Resolution & Vehicle Inventory 	REVIEW AND ENDORSE LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR	DILG Central Office

**DESCRIPTIVE STATEMENT:**

The C/MLGOOs will receive LCE's request letter and supporting documents, review its appropriateness and completeness, and endorse to DILG Provincial Office or other action/s. The Provincial Office FP will review the completeness and appropriateness of APMV required documents submitted, and prepares the Checklist of Documentary Requirements and endorsement letter for DILG to be signed by the Provincial Director. The Regional FP will review the completeness and appropriateness of APMV required documents submitted, and prepares the Checklist of Documentary Requirements and endorsement letter for DILG CO to be signed by the Regional Director.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	C/MLGOO	Receive, review and indorse APMV documents	<ul style="list-style-type: none"> <li>Receive APMV documents in original or certified true copy</li> <li>Record the details of the request in Log Book.</li> <li>Check completeness &amp; appropriateness of supporting documents.</li> <li>Determine appropriate action based on documents submission.               <ul style="list-style-type: none"> <li>If documents submitted are complete, prepare endorsement letter for PO, photocopy the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Log Book</li> <li>Checklist of Documentary Requirements</li> <li>AMPV documents</li> <li>Endorsement letter</li> <li>Letter reply</li> </ul>







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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			submitted documents for FO file. <ul style="list-style-type: none"> <li>○ If documents submitted are incomplete, prepare a letter addressed to the concerned LCE requesting for the immediate submission of lacking document/s information.</li> </ul>	
2	Provincial Clerk	Receive APMV documents	<ul style="list-style-type: none"> <li>• Receive APMV documents in original or certified true copy, and</li> <li>• Record the details of the request in Log book.</li> </ul>	<ul style="list-style-type: none"> <li>• Log book</li> </ul>
3	Provincial FP	Review and APMV documents	<ul style="list-style-type: none"> <li>• Check completeness &amp; appropriateness of supporting documents.</li> <li>• Determine appropriate action based on documents submission. <ul style="list-style-type: none"> <li>○ If documents submitted are complete, prepare indorsement letter for RO to be signed by the Provincial Director</li> <li>○ If documents submitted are incomplete, prepare a letter addressed to the concerned LCE thru C/MLGOO, to be signed by the Provincial Director, requesting for the immediate submission of lacking document/s information.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Checklist of Documentary Requirements</li> <li>• Endoresment Letter</li> <li>• Letter reply</li> </ul>
4	Provincial Director	Sign the Action Document	<ul style="list-style-type: none"> <li>• If action document is for RO, sign the endorsement letter and Checklist of Documentary Requirements;</li> <li>• If action document is letter reply to LCEs, sign and proceed to Step 7.</li> </ul>	<ul style="list-style-type: none"> <li>• Endorsement Letter</li> <li>• Checklist of Documentary Requirements</li> <li>• Letter reply</li> </ul>







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**QUALITY  
PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
5	Provincial FP	Receive the action document for RO and Maintain Records	<ul style="list-style-type: none"> <li>Update the Process Summary Logsheet &amp; Database</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary Log Sheet &amp; Database</li> </ul>
6	Provincial FP	Forward the signed action document to Records Section	<ul style="list-style-type: none"> <li>Forward the signed endorsement letter &amp; checklist to clerk for release to RO and photocopy the documents for file.</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement Letter</li> <li>Checklist of Documentary requirements</li> <li>APMV documents</li> </ul>
7	Provincial Clerk	Receive and record the approved action document/s	<ul style="list-style-type: none"> <li>Receive and record the signed endorsement letter with checklist and APMV documents for release to RO; and letter reply to concerned LCEs and C/MLGOOs</li> </ul>	<ul style="list-style-type: none"> <li>Log book</li> </ul>
8	Records Officer	Receive APMV documents	<ul style="list-style-type: none"> <li>Receive APMV documents in original or certified true copy, and</li> <li>Record the details of the request in Log Book.</li> </ul>	<ul style="list-style-type: none"> <li>Log book</li> </ul>
9	Regional FP	Review and APMV documents	<ul style="list-style-type: none"> <li>Check completeness &amp; appropriateness of supporting documents.</li> <li>Determine appropriate action based on documents submission. <ul style="list-style-type: none"> <li>If documents submitted are complete, prepare endorsement letter and Checklist for Documentary Requirements for CO to be signed by the Regional Director</li> <li>If documents submitted are incomplete, prepare a letter addressed to the concerned LCE thru DILG Provincial Director, to be signed by the Regional Director, requesting for the immediate submission of lacking document/s</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Checklist of Documentary Requirements</li> <li>Endorsement Letter</li> <li>Checklist for Documentary Requirements</li> <li>Letter reply</li> </ul>






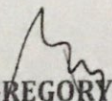
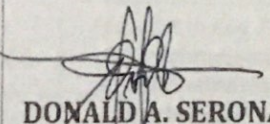
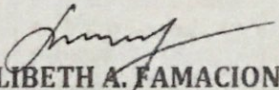
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**QUALITY  
PROCEDURE (QP)**

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**LEGAL REFERENCES:**

- DILG Memorandum Circular No. 2014-155 dated December 17,2014
- DILG Memorandum Circular No.2015-52 dated May 11,2015
- DBM Budget Circular 2016-05 dated August 22, 2016

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<b>Process Owner</b>	<b>Division Chief/Next Higher Supervisor</b>	<b>Deputy QMR</b>	<b>Regional QMR</b>







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**QUALITY OBJECTIVE:** 1. 80% of the received LGU's requests for Department Authority to purchase vehicles are acted within 15 days upon receipt.  
**FREQUENCY OF MONITORING:** Quarterly  
**CURRENT PERIOD:**

[illegible]

Prepared By MARILOU AUTOR-SALADO  
LG00V  
PROCESS OWNER

Reviewed By

RAY GREGORY F. JARANILLA  
DIVISION CHIEF  
DEPUTY OMR





## CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

DATE OF LETTER REQUEST		
DATE RECEIVED		
NAME OF LOCAL CHIEF EXECUTIVE		
REQUESTING LOCAL GOVERNMENT UNIT		
<b>A. DOCUMENTARY REQUIREMENTS</b> Per DILG MC 2014-155 (Original and/or Certified True Copy)	<b>COMPLETE</b>	<b>INCOMPLETE</b> (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 ____	
<b>SPECIFICATION/CLASSIFICATION OF MOTOR VEHICLE Per DBM Budget Circular 2017-1 dated April 26, 2017</b>		
<b>A. FOR EXERCISE OF EXECUTIVE FUNCTIONS</b>		
For Department Secretary and other officials of equivalent rank in NGAs, GOCCs and LGUs. <b>a. Car (sedan or hatchback)</b> - with engine displacement not exceeding 2200 cc for gasoline or 3000 cc for diesel; and, <b>b. Asian Utility Vehicle (AUV)/Mutli-Purpose Vehicle (MPV)/Crossover Utility Vehicle (CUV)</b> - 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. <b>a. Car (sedan or hatchback)</b> - with engine displacement not exceeding 1600 cc for gasoline or diesel; and, <b>b. Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV)</b> - with engine displacement not exceeding 2000 cc for gasoline or 2500 cc for diesel		





## CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

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. <b>a. Car (sedan or hatchback)</b> - with engine displacement not exceeding 1500 cc for gasoline or diesel; and, <b>b. Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV)</b> - with engine displacement not exceeding 2000 cc for gasoline or 2500 cc for diesel		
<b>B. FOR TRANSPORT OF PERSONNEL, EQUIPMENT, SUPPLIES, PRODUCTS &amp; MATERIALS</b>		
1. For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain: <b>a. Pick-up type vehicle</b> with an engine displacement not exceeding 2200 cc for gasoline or 3000 cc diesel fuel; or, <b>b. All-terrain vehicle referred to as SUV</b> with an engine displacement not exceeding 2000cc for gasoline or 2400cc for diesel fuel.	✓ 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: <b>(a) Passenger Van</b> - engine displacement not exceeding 2200 cc for gasoline or 3000cc for diesel; and, <b>(b) Multi-Purpose Vehicle (MPV)</b> - engine displacement not exceeding 1500cc for gasoline or 2500cc for diesel		
3. For use in semi-rugged roads in rural areas: <b>(a) "Assembled" Owner-type Jeep</b> - engine displacement not exceeding 1800cc for gasoline or 2500cc for diesel; and, <b>(b) "Assembled" Passenger Jeepney-type Vehicle</b> - 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: <b>Motorcycle</b> - 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: <b>Passenger Van</b> - 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: <b>a. Bus</b> - with engine displacement of 8500 cc for diesel; or, <b>b. Mini-Bus</b> - with engine displacement of 4500 cc for diesel		





## CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

### 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.





## CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

### 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

For endorsement to Central Office.

### PREPARED BY

**MARILOU A. SALADO**



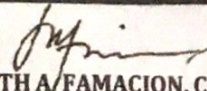
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# CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

Prepared By	Reviewed By	Approved By
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Process Owner	Regional QMR	Top Management







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

Basic: Letter dated \_\_\_\_\_ from \_\_\_\_\_, requesting for authority to purchase \_\_\_\_\_ to be dispatched for \_\_\_\_\_.

Indorsement


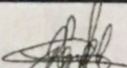
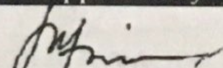
Respectfully forwarded to **Usec. Eduardo M. Año**, Officer-in-Charge, Department of the Interior and Local Government, DILG - NAPOLCOM Center, Quezon Avenue corner EDSA, Quezon City, through **Usec. AUSTERE A. PANADERO, CESO I**, Undersecretary for Local Governments, attention **Atty. ODILON L. PASARABA**, 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 \_\_\_\_\_.

**LILIBETH A. FAMACION, CESO III**  
Regional Director

Copy furnished:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By	Reviewed By	Approved By
 <b>MARILOU AUTOR-SALADO</b> LG00 V	 <b>DONALD A. SERONAY</b> CAO/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>

**"Matino, Mahusay at Maaasahan"**

1559 Matimco Bldg., Km. 4 Libertad, Butuan City | Email Address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)  
Tel. Nos. (085) 342-2134, 341-1976, 342-2045 | Website: [www.caraga.dilg.gov.ph](http://www.caraga.dilg.gov.ph)







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

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

**PD/CD** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: C/MLGOO

Dear \_\_\_\_\_:

This refers to the letter of Mayor \_\_\_\_\_ dated \_\_\_\_\_ requesting for authority to purchase \_\_\_\_\_ unit/s (type of vehicle) amounting \_\_\_\_\_ pesos for the (purpose).


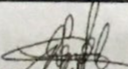
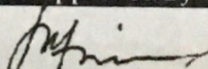
Along this line, please facilitate the immediate submission of the lacking document/s required to facilitate approval of the aforementioned request, per (related issuance).

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

Our best regards.

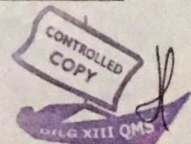
Truly yours,

**LILIBETH A. FAMACION, CESO III**  
Regional Director

Prepared By	Reviewed By	Approved By
 <b>MARILOU AUTOR-SALADO</b> LGGO V	 <b>DONALD A. SERONAY</b> CAO/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>

**"Matino, Mahusay at Maaasahan"**

MATIMCO Bldg., Km. 4, Libertad, Butuan City  
Tel. No. (085) 342-2045 | Telefax No. (085) 342-2134; 815-1299  
Website: <http://caraga.dilg.gov.ph/> | Email Address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)







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

Date \_\_\_\_\_

Hon. \_\_\_\_\_  
City/Municipal Mayor  
Name of LGU

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

Dear \_\_\_\_\_:

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.

Also, please accomplish the attached CSS Form and kindly return back through C/MLGOO \_\_\_\_\_ or through email address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph). This will be our reference to serve you better.

Our best regards.

Truly yours,

**LILIBETH A. FAMACION, CESO III**  
Regional Director

Prepared By	Reviewed By	Approved By
 <b>MARILOU AUTOR-SALADO</b> LG00 V	 <b>DONALD A. SERONAY</b> CAO/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>

**"Matino, Mahusay at Maaasahan"**

MATIMCO Bldg., Km. 4, Libertad, Butuan City  
Tel. No. (085) 342-2045 | Telefax No. (085) 342-2134; 815-1299  
Website: <http://caraga.dilg.gov.ph/> | Email Address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)







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

Date \_\_\_\_\_

**Name of PD/CD**

City/Provincial Director

DILG (Name of FOU)

Dear \_\_\_\_\_:

Greetings.

We are furnishing you a copy of Authority to Purchase Motor Vehicle with Reference No. POV CN \_\_\_\_\_ for (no. of unit, type of vehicle and specifications) to be used (purpose) of the city/municipality of \_\_\_\_\_, that city/province.

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.

Also, please advise the concerned C/MLGOO to ensure that the attached CSS Form shall be duly accomplished by the LGU client and facilitate submission of the same through email address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)

Our best regards.

Truly yours,

**LILIBETH A. FAMACION, CESO III**  
Regional Director

Prepared By	Reviewed By	Approved By
 <b>MARILOU AUTOR-SALADO</b> LG00 V	 <b>DONALD A. SERONAY</b> CAO/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>

**"Matino, Mahusay at Maaasahan"**

MATIMCO Bldg., Km. 4, Libertad, Butuan City

Tel. No. (085) 342-2045

Website: <http://caraga.dilg.gov.ph/>

Telefax No. (085) 342-2134; 815-1299

Email Address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)







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

Basic: Letter dated \_\_\_\_\_ from \_\_\_\_\_, \_\_\_\_\_, reporting the purchase of (no. of unit, type of vehicle/s and purpose) deployed for the Office of \_\_\_\_\_.

\_\_\_ **Indorsement**  
(date) \_\_\_\_\_

Respectfully forwarded to **Usec. Eduardo M. Año**, Officer-in-Charge, Department of the Interior and Local Government, DILG - NAPOLCOM Center, Quezon Avenue corner EDSA, Quezon City, through **Usec. AUSTERE A. PANADERO, CESO I**, Undersecretary for Local Governments, attention **Atty. ODILON L. PASARABA**, 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;
2. Certified true copy of Purchase Order;
3. Certified true copy of Delivery Receipt; and,
4. Certified true copy of Inspection and Acceptance Report

**LILIBETH A. FAMACION, CESO III**  
Regional Director

Copy furnished:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By	Reviewed By	Approved By
<b>MARILOU AUTOR-SALADO</b> LG00 V	 <b>DONALD A. SERONAY</b> CAO/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>

**"Matino, Mahusay at Maaasahan"**

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Tel. Nos. (085) 342-2134, 341-1976, 342-2045 | Website: [www.caraga.dilg.gov.ph](http://www.caraga.dilg.gov.ph)







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

\_\_\_\_ (date) \_\_\_\_

**Name of LCE**

\_\_\_\_\_  
\_\_\_\_\_

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

Dear **Governor/Mayor** \_\_\_\_\_:

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

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. Please 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](mailto:official@caraga.dilg.gov.ph)

Thank you and warm regards.

Truly yours,

**LILIBETH A. FAMACION, CESO III**  
Regional Director

**"Matino, Mahusay at Maaasahan"**

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Tel. Nos. (085) 342-2134, 341-1976, 342-2045 | Website: [www.caraga.dilg.gov.ph](http://www.caraga.dilg.gov.ph)





DILG REGION XIII (CARAGA)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
QO-QP-R13-LGMED- 20		
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DIVISION/FOU	Local Government Monitoring and Evaluation Division
QUALITY PROCEDURE TITLE	REVIEW AND ENDORSE THE 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	• Received LGU requests for Department Authority to Purchase Motor Vehicle acted fifteen (15) working days upon receipt thereof	80%	Total number of LGU requests for Department Authority to purchase vehicles acted upon within 15 working days upon receipt  $\frac{\text{Total number of requestsreceived}}{\text{Total number of requestsreceived}} \times 100$	Quarterly	M. SALADO	• Process Summary Logsheets
	• Clients 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)  $\frac{\text{Total number of requestsreceived}}{\text{Total number of requestsreceived}} \times 100$	Quarterly	M. SALADO	• CSS Summary Logsheets





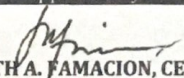
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DILG REGION XIII (CARAGA)  
**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R13-LGMED-Q6</b>		
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Prepared By		Reviewed By	Approved By
 <b>MARILOU AUTOR-SALADO</b> LG00 V		 <b>RAY GREGORY F. MARANILLA</b> Division Chief	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>		<b>Deputy QMR</b>	<b>Regional QMR</b>
			<b>Top Management</b>



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DILG REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**Document Code  
**QME-QP-R13-LGMED-23**

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<b>DIVISION/FOU</b>	Local Government Monitoring and Evaluation Division												
<b>PROCEDURE TITLE</b>	REVIEW AND ENDORSE LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES												
<b>OBJECTIVE STATEMENT</b>	1. 80% of the received LGU requests for Department Authority to Purchase Motor Vehicle acted, fifteen (15) working days upon receipt thereof 2. 80% of Clients Satisfaction Survey received, with rating of satisfactory (3) and above (4, 5)												
<b>CURRENT PERIOD</b>	____ Quarter CY 2018												
<b>INDICATORS</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1. <b>Objective 1:</b> Received LGU requests for Department Authority to Purchase Motor Vehicle acted fifteen (15) working days upon receipt thereof													
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. <b>Objective 2:</b> Clients 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/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.**







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

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Prepared By		Reviewed By		Approved By	
 <b>MARILOU AUTOR-SALADO</b> LG00 V		 <b>RAY GREGORY F. YARANILLA</b> Division Chief		 <b>DONALD A. SERONAY</b> CAO/ OIC-Asst. Regional Director	
<b>Process Owner</b>		<b>Deputy QMR</b>		 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director	
		<b>Regional QMR</b>		<b>Top Management</b>	

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