




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: Finance and Administrative Division

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

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MAINTENANCE OF EQUIPMENT, PROPERTY AND VEHICLES (ROUTINE CHECK-UP AND REPAIR)							
QP-R13-FAD-08	Quality Procedure	10.16.17					
QO-QP-R13-FAD-08	Quality Objective	10.16.17					
QME-QP-R13-FAD-08	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-08-01	Process Summary Logsheets	10.16.17					

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

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MAINTENANCE OF EQUIPMENT, PROPERTY AND VEHICLES (ROUTINE CHECK-UP AND REPAIR							
	SSVP Abstract of Bids as Calculated						
	Purchase Order						
	Pre & Post Repair Inspection Report						

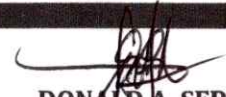
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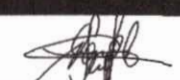
Name of Division/FOU:

Finance and Administrative Division

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTOD IAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAG E	TOTAL	
Maintenance of Equipment, Property and Vehicles ( Routine check-up and repair)									

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DILG - REGION XIII (CARAGA)

**QUALITY  
PROCEDURE (QP)**

Document Code		
<b>QP-RO13-FAD-08</b>		
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<b>PROCEDURE TITLE</b>	<b>MAINTENANCE OF EQUIPMENT, PROPERTY AND VEHICLES (ROUTINE CHECK-UP AND REPAIR.</b>		
<b>SCOPE</b>	This process starts from check-up of equipment/vehicles up to post repair inspection.		
<b>PURPOSE</b>	To ensure that all regional and provincial vehicles are safe, clean, roadworthy, and safety of passengers.		
<b>PROCESS DESCRIPTION</b>			
<b>INPUT</b>		<b>PROCESS</b>	<b>OUTPUT</b>
Drivers	Maintenance Report / Pre-Inspection	MAINTENANCE OF EQUIPMENT, PROPERTY AND VEHICLES (Check -up & Repair)	Post repair InspectionRepo GSS Section/Supply Officer
<b>DESCRIPTIVE STATEMENT:</b> - To ensure the roadworthiness and serviceability of all vehicles. And to ensure the proper operation of office equipment and satisfaction of end- user.			

**1. For the Regional Office**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Driver, end user	Prepare maintenance report.  Prepare Request for Repair Form	<ul style="list-style-type: none"> <li>Check vehicles for broken and/or worn out parts.</li> <li>Submit maintenance report to chief mechanic.</li> <li>For equipment: End- user will initially conduct visual inspection of equipment and inform the GSS for proper action</li> </ul>	<i>Vehicle Maintenance Report Form</i>  <i>Repair Request Form</i>
2	Chief Mechanic/GSS Staff	Prepare pre repair inspection	<ul style="list-style-type: none"> <li>Prepare pre- repair inspection for the Agency Inspector to confirm the defective/worn out parts and recommend the repair and affix signature in the pre-repair inspection form.</li> <li>Check if vehicle can be repaired in house.</li> <li>Check if vehicle cannot be repaired in house. (proceed to No. 4)</li> </ul>	<i>Vehicle Maintenance Report</i>  <i>Pre-Repair Inspection Form</i>
3	GSS / Property Custodian	Prepares Purchase Request ( PR)	<ul style="list-style-type: none"> <li>Prepares PR of the parts subject for replacement</li> <li>Once the PR has been</li> </ul>	PR





DILG - REGION XIII (CARAGA)

# **QUALITY PROCEDURE (QP)**

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			approved (proceed to no. 5)	
4	GSS Staff	Conduct market study for the labor and materials of defective parts	<ul style="list-style-type: none"> <li>Property Officer: received the repair estimate/job order</li> <li>Prepares PR based on the service center repair estimate/job order</li> </ul>	<i>Job Order/Repair Estimate</i>
5	Canvasser	Prepare canvass form	<ul style="list-style-type: none"> <li>Conduct canvassing at least three (3) Suppliers</li> </ul>	<i>Canvass Form</i>
6	GSS Staff/SSVP Committee	Prepare Abstract, Purchase Order ( PO)	<ul style="list-style-type: none"> <li>Prepare abstract to determine the winning shop.</li> <li>Prepare Purchase Order.</li> </ul>	<i>Abstract, PO, PR</i>
7	Chief Mechanic	Deliver Vehicle to the Shop certified dealer/service center.	<ul style="list-style-type: none"> <li>Deliver the vehicle for repair.</li> </ul>	<i>PO</i>
8	GSS Staff/Property Custodian	Prepare Post Repair Inspection Report , Inspection and Acceptance Report	<ul style="list-style-type: none"> <li>Bring back vehicle to the office.</li> <li>Submit to the Agency Inspector for the inspection of vehicle after repair.</li> <li>Prepare Post Repair Inspection for the Agency Inspector to recommend and affix signature</li> <li>Accept and affix signature in the Acceptance Column by the Property Officer/Property Custodian</li> </ul>	<i>Job Order, Pre &amp; Post Repair Inspection Report, Inspection and Acceptance Report, Invoice, Report of Waste materials</i>
9	Records Management	Retain Documented Information	<ul style="list-style-type: none"> <li>Retain Documented Information in accordance to the Control Documented Information procedures.</li> <li>(R13-SP-02)</li> </ul>	<ul style="list-style-type: none"> <li>Control of Records Procedure</li> <li>Property</li> </ul>

## **2. For Field Operating Units**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
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**QUALITY  
PROCEDURE (QP)**

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1	Driver	Prepare maintenance report.  Prepare Request for Repair Form	<ul style="list-style-type: none"> <li>Check vehicles for broken and/or worn out parts.</li> <li>Submit maintenance report to chief mechanic.</li> <li>For equipment: End- user will initially conduct visual inspection of equipment and inform the GSS for proper action</li> </ul>	<i>Vehicle Maintenance Report Form</i>  <i>Repair Request Form</i>
2	Property Inspector/Supply Officer-Designate	Prepare pre repair inspection	<ul style="list-style-type: none"> <li>Prepare pre- repair inspection for the Agency Inspector to confirm the defective/worn out parts and recommend the repair and affix signature in the pre-repair inspection form.</li> <li>Check if vehicle can be repaired in house.</li> <li>Check if vehicle cannot be repaired in house. (proceed to No. 4)</li> </ul>	<i>Vehicle Maintenance Report</i>  <i>Pre-Repair Inspection Form</i>
3	Supply Officer - Designate	Prepares Purchase Request ( PR)	<ul style="list-style-type: none"> <li>Prepares PR of the parts subject for replacement</li> </ul>	<i>PR</i>
4	Canvasser	Prepare canvass form	<ul style="list-style-type: none"> <li>Conduct canvassing at least three ( 3) Supplier</li> </ul>	<i>Canvass Form</i>
5	BAC Secretariat	Prepare Abstract, Purchase Order ( PO)	<ul style="list-style-type: none"> <li>Prepare abstract to determine the winning shop.</li> <li>Prepare Purchase Order.</li> </ul>	<i>Abstract, PO, PR</i>
6	Driver	Deliver Vehicle to the Shop certified dealer/service center.	<ul style="list-style-type: none"> <li>Deliver the vehicle for repair.</li> </ul>	<i>PO</i>
7	Supply Officer - Designate	Prepare Post Repair Inspection Report , Inspection and Acceptance Report	<ul style="list-style-type: none"> <li>Bring back vehicle to the office.</li> <li>Submit to the Agency Inspector for the inspection of vehicle after repair.</li> <li>Prepare Post Repair Inspection for the Agency Inspector to recommend and affix signature</li> <li>Accept and affix signature in the Acceptance Column by the Property Officer/Property Custodian</li> </ul>	<i>Job Order, Pre &amp; Post Repair Inspection Report, Inspection and Acceptance Report, Invoice, Report of Waste materials</i>

CONTROLLED  
COPY

DILG XIII QMS



DILG - REGION XIII (CARAGA)

## QUALITY PROCEDURE (QP)

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8	Records Management	Retain Documented Information	<ul style="list-style-type: none"><li>Retain Documented Information in accordance to the Control Documented Information procedures.</li></ul>	<ul style="list-style-type: none"><li>Control of Records Procedure</li><li>Property</li></ul>
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### Definition of Terms:

PR – Purchase Request

### Legal References:

Report of Waste Materials (RWM)

Vehicle Maintenance Report Form/ Repair Request

Prepared By	Reviewed By	Approved By
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**DILG REGION XIII (CARAGA)**  
**Maintenance of Equipment, Property and Vehicles**  
**Process Summary Logsheet and Database**

Document Code  
**FM-QP-R13-FAD-08-01**

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**QUALITY OBJECTIVE:** 1) Ensure that requests for maintenance/ repair of equipment, property and vehicles are processed and completed


**FREQUENCY OF MONITORING:** Monthly


**COVERED PERIOD:**

**Due Date of Submission:**

**Legend:**

No.	End-User	Date of Request	No. of Request	No. of Request Processed and Completed	Objective Results		Remarks/Particulars
					Met	Unmet	
1							
2							
3							
4							
5							
6							
7							
8							

Prepared By  
  
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Admin Officer V  
Process Owner

Noted By  
  
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CAO/ OIC, Asst. Regional Director  
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DILG REGION XIII  
**PRE REPAIR  
INSPECTION REPORT**

Document Code		
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Item/ Description: \_\_\_\_\_  
Property Number: \_\_\_\_\_  
Acquisition Cost : \_\_\_\_\_  
Nature and Scope of Last Repair, if any: \_\_\_\_\_

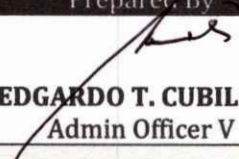
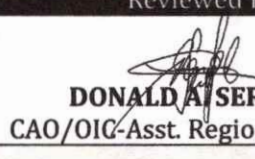
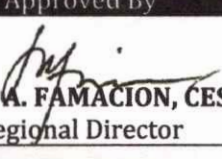
Property Accountability Receipt : \_\_\_\_\_  
Acquisition Date: \_\_\_\_\_

Complaints/Defects:

Parts/Components to be Repaired/Replaced:

FINDINGS/OBSERVATIONS:

\_\_\_\_\_  
*Property Inspector / Date*

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DILG REGION XIII  
**POST REPAIR  
INSPECTION REPORT**

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Job Order No. \_\_\_\_\_ Amount: \_\_\_\_\_ Invoice No. \_\_\_\_\_ Amount: \_\_\_\_\_  
FINDINGS/COMMENTS: \_\_\_\_\_

*Property Inspector / Date*

Prepared By	Reviewed By	Approved By
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DILG REGION XIII

**PURCHASE ORDER**

Document Code

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<b>Supplier :</b> <b>Address :</b> <b>TIN :</b>		<b>P.O. No. :</b> <b>Date :</b> <b>Mode of Procurement :</b>			
<b>Gentlemen:</b> Please furnish this Office the following articles subject to the terms and conditions contained herein:					
<b>Place of Delivery :</b> <b>Date of Delivery :</b>		<b>Delivery Term :</b> <b>Payment Term :</b>			
<b>Stock/ Property No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Amount</b>
					-
					<b>#REF!</b>
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.</p>					
<b>Conforme:</b>		<b>Very truly yours,</b>			
Signature over Printed Name of Supplier		Authorized Official			
_____		_____			
Date		Designation			
<b>Fund Cluster :</b> _____ <b>Funds Available :</b> _____		<b>ORS/BURS No. :</b> _____ _____ <b>Date of the ORS/BURS:</b> _____ <b>Amount :</b> _____			
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit					

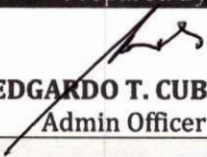
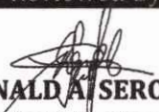
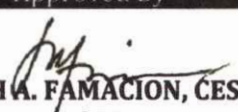






DILG REGION XIII  
**PURCHASE ORDER**

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<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>







DILG REGION XIII (CARAGA)

**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R13-FAD-08</b>		
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<b>DIVISION/FOU</b>	<b>Finance and Administrative Division</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>Maintenance of Equipment, Property and Vehicles ( Routine Check-up and Repair)</b>

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)			
Preventive Maintenance	Ensure that all request for maintenance/re pair of equipment, property and vehicles are processed and completed	80% of request completed	$A/B = x 100\%$  Total no. of request processed and completed / Total no. of requests received	Monthly	Admin Officer V	• Vehicle Maintenance Report Form

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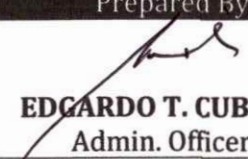
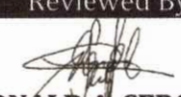
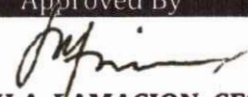


DILG REGION XIII (CARAGA)

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

Document Code		
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<b>DIVISON/FOU</b>	Finance And Administrative Division												
<b>PROCEDURE TITLE</b>	<b>Maintenance of Equipment, Property and Vehicles (Routine Check-Up and Repair)</b>												
<b>OBJECTIVE STATEMENT</b>	Ensure that requests for maintenance/ repair of equipment, property and vehicles are processed and completed												
<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 request processed and completed													
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													
<b>Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.</b>													

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<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>

