



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

Document Code		
FM-SP-R13-01A-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)

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 & Trip Sheet	10.16.17					

Prepared By

KAREN GRACE S. GABINETE
LGCO II
Document Controller

Noted By

DONALD A. SERONAY
Asst. Regional Director
Regional QMR



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


Document Code		
FM-SP-R13-01B-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 (EXTERNAL)

DOCUMENT CODE		DOCUMENT TITLE		REVISION/EDITION					
				00	01	02	03	04	05
PROVISION OF VEHICULAR SUPPORT SERVICES									
	Driver's Trip Ticket								

Prepared By
 KAREN GRACE S. GABINETE LG00 II Document Controller

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




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

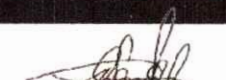
Document Code		
FM-R13-SP-02-01		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

Name of Division/FOU: Finance and Administrative Division - General Services Section

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

MASTERLIST OF RETAINED DOCUMENTED INFORMATION									
DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Provision of Vehicular Support Services									
FM-QP-R13-FAD-15-02	Gasoline Slip	GSS	GSS Cabinet		Latest on top	1 year	1	2 years	re-use
FM-QP-R13-FAD-15-03	Travel Checklist	GSS	GSS Cabinet		Latest on top	1 year	1	2 years	re-use
FM-QP-R13-FAD-15-04	Vehicle Log and Trip Sheet	GSS	GSS Cabinet		Latest on top	1 year	1	2 years	re-use

Prepared By

EDGARDO T. CUBILLAS
Admin. Officer V
Document Controller

Reviewed By

DONALD A. SERONAY
CAO/OIC-Asst. Regional Director
Regional QMR





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

Document Code		
QP-R13-FAD-15		
Rev. No.	Eff. Date	Page
00	10.16.17	1 of 6

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.	<ul style="list-style-type: none"> VPS Form with supporting documents, as applicable, such as: <ul style="list-style-type: none"> Travel Order Invitation Regional Order Department Order Letter Request
2	SAO/GSS Staff	Receive and Evaluate the request and recommend approval for	<ul style="list-style-type: none"> Evaluate the request as to the following: <ul style="list-style-type: none"> Official nature of the trip; Availability of driver (if possible, confirm with the driver); Availability of Vehicle (based on load requirement and capacity of vehicle) If the above items are 	<ul style="list-style-type: none"> VPS form with supporting documents Vehicle's Log & Trip Sheet





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

Document Code		
QP-R13-FAD-15		
Rev. No.	Eff. Date	Page
00	10.16.17	2 of 6

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>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.</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> VPS form with supporting documents
4	GSS Staff / Assigned Driver	Prepare Driver's Trip ticket	<ul style="list-style-type: none"> Accomplish the Driver's Trip Ticket form and forward to FAD Chief for signature and to Assistant Regional Director/ Regional Director for approval 	<ul style="list-style-type: none"> Trip Ticket VPS
5	FAD Chief / ARD / RD	Approve the trip ticket	<ul style="list-style-type: none"> FAD Chief: Signed the Driver's Trip Ticket RD: Approve request <i>Note: In the absence of RD, ARD/FAD Chief approve the Driver's Trip Ticket</i> Return the approved trip ticket to GSS Staff 	<ul style="list-style-type: none"> Trip Ticket copy of VPS
6	GSS Staff	Forward the Trip Ticket and other travel documents to Assigned Driver	<ul style="list-style-type: none"> Forward the Trip Ticket and other travel documents to Assigned Driver 	<ul style="list-style-type: none"> Trip Ticket copy of VPS Other Travel Documents, if any
7	Driver	Prepare for the trip	<ul style="list-style-type: none"> Check the vehicle to be used to ensure safety during travel. Accomplish BLOWBAGETS Checklist and certify safety 	<ul style="list-style-type: none"> BLOWBAGETS Checklist





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

Document Code		
QP-R13-FAD-15		
Rev. No.	Eff. Date	Page
00	10.16.17	3 of 6

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>of the vehicle.</p> <ul style="list-style-type: none"> • If replacement/repair is needed, refer to Maintenance of Vehicles procedure. 	<ul style="list-style-type: none"> • Maintenance of Vehicles procedure
8	Driver	Carry-out the trip	<ul style="list-style-type: none"> • Carry out the trip. <p>Very important Reminder: The driver must be:</p> <ul style="list-style-type: none"> • Not intoxicated • Physically Fit to drive <ul style="list-style-type: none"> • Fill up Section B of the Driver's Trip Ticket and Request passenger/s to sign before departure. • Upon return, accomplish the B portion of the Driver's Trip Ticket and report to GSS Staff or Guard on Duty 	<ul style="list-style-type: none"> • Trip Ticket
9	Process Owner	Maintain Records	<ul style="list-style-type: none"> • Update the VPSS Log Sheet • Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records. 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • VPS Form with supporting documents, as applicable, such as: <ul style="list-style-type: none"> • Travel Order • Invitation • Regional Order • Department Order • Letter Request
2	Program	Receive and Evaluate	<ul style="list-style-type: none"> • Evaluate the request as to 	<ul style="list-style-type: none"> • VPS form with

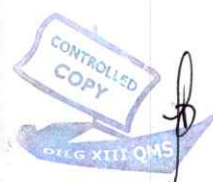




DILG REGION XIII (CARAGA)
**QUALITY
PROCEDURE (QP)**

Document Code		
QP-R13-FAD-15		
Rev. No.	Eff. Date	Page
00	10.16.17	4 of 6

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	Manager	the request and recommend for approval	<p>the following:</p> <ul style="list-style-type: none">✓ Official nature of the trip;✓ Availability of driver (if possible, confirm with the driver);✓ Availability of Vehicle (based on load requirement and capacity of vehicle) <ul style="list-style-type: none">• 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.• Forward the request to the Provincial Director for approval. (In the absence of the Provincial Director, the Program Manager will approve the request)	<p>supporting documents</p> <ul style="list-style-type: none">• Vehicle's Log & Trip Sheet
3	Provincial Director	Approve the request	<ul style="list-style-type: none">• Provincial Director/Program Manager: Approve/Disapprove request	<ul style="list-style-type: none">• VPS form with supporting documents
4	Driver	Prepare Driver's Trip ticket	<ul style="list-style-type: none">• Accomplish the Driver's Trip Ticket form and forward to Program Manager for signature and to Provincial Director for approval	<ul style="list-style-type: none">• Trip Ticket• VPS
5	Provincial Director	Approve the trip ticket	<ul style="list-style-type: none">• Program Manager: Sign the Driver's Trip Ticket• 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>	<ul style="list-style-type: none">• Trip Ticket• copy of VPS





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

Document Code		
QP-R13-FAD-15		
Rev. No.	Eff. Date	Page
00	10.16.17	5 of 6

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Return the approved trip ticket to Program Manager 	
6	Driver	Prepare for the trip	<ul style="list-style-type: none"> Check the vehicle to be used to ensure safety during travel. Accomplish BLOWBAGETS Checklist and certify safety of the vehicle. If replacement/repair is needed, refer to Maintenance of Vehicles procedure. 	<ul style="list-style-type: none"> BLOWBAGETS Checklist Maintenance of Vehicles procedure
7	Driver	Carry-out the trip	<ul style="list-style-type: none"> Carry out the trip. <p><i>Very important Reminder: The driver must be:</i></p> <ul style="list-style-type: none"> Not intoxicated Physically Fit to drive <ul style="list-style-type: none"> Fill up Section B of the Driver's Trip Ticket and Request passenger/s to sign before departure. Upon return, accomplish the B portion of the Driver's Trip Ticket and report to the Program Manager 	<ul style="list-style-type: none"> Trip Ticket
8	Process Owner	Maintain Records	<ul style="list-style-type: none"> Update the VPSS Log Sheet Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records. 	<ul style="list-style-type: none"> VPSS Log Sheet Master List of Records

Definition of Terms:

VSS – Vehicle Pass Slip

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





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

Document Code

QP-R13-FAD-15

Rev. No.	Eff. Date	Page
00	10.16.17	6 of 6

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





DILG REGION XIII (CARAGA)

Provision of Vehicular Support Services Process Summary Logsheets (PSL)

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

QUALITY OBJECTIVE: 80% of the requests for provision of vehicular support services acted.

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

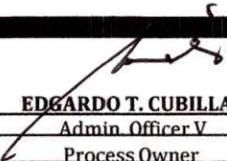
Due Date of Submission:

Legend:

No.	Division/End User	Date Requested	No. of Requests Received	No. of Requests Acted	Objective Results			Remarks/Particulars
					Met	Unmet	Remarks, if unmet	
1								
2								
3								
4								
5								
6								
7								
8								

Total
Result

0 0 0

Prepared By

EDGARDO T. CUBILLAS
Admin. Officer V
Process Owner

Noted By

DONALD A. SERONAY
CAO / OIC-Asst. Regional Director
Regional QMR





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)
KM 4, 1559 MATIMCO Bldg., Libertad, Butuan City

Document Code

FM-QP-R13-FAD-15-02

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

DILG CARAGA REGIONAL OFFICE

Gasoline Slip

REQUESTED BY:

Printed Name / Signature

Purpose: _____

Type of Vehicle: _____

Plate No. _____

No. of Liters/Quarts: _____

Gasoline: _____



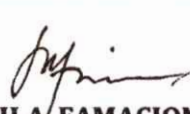
Oil: _____

Others: _____

APPROVED BY:

Printed Name / Signature

Date : _____

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





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA REGION)
 KM 4, 1559 MATIMCO Bldg., Libertad, Butuan City

Document Code
FM-QP-R13-FAD-15-03

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 1

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 corrosion.		
	Battery is functioning well.		
L-LIGHTS	All lights are functioning well.		
O-OIL	The vehicle's oil is sufficient for the trip.		
	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 possible 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
<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		

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

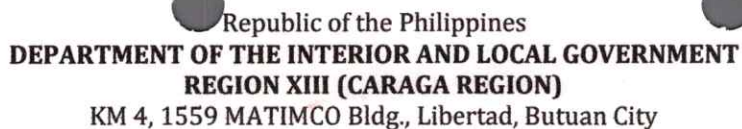
I hereby certify that the above carried out the BLOWBAGETS check, ensure presence of the above CAR Tools/ Accessories and found the vehicle safe for the trip.

Driver's Name and Signature/Date

Chief, Finance and Administrative Division

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





FM-QP-R13-FAD-15-04







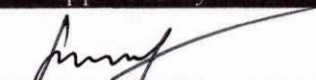
DILG REGION XIII (CARAGA)

**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	<ul style="list-style-type: none">• Vehicle Pass Slip Log Sheet• Trip Ticket

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



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, DEGENRAL 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													
Objective 1: To come up with the percentage of processing the requests for approval of the requesting unit for provision of vehicle																										
A Total No. of requests 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																										
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.																										

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