



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**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

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

Prepared By

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 Admin Officer V
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Name of Division/FOU: **Finance and Administrative Division**

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)						

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

MASTERLIST 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-13-FAD-08-01	Process Summary Logsheet	10.16.17					
FM-QP-13-FAD-08-02	Pre Repair Inspection Report	10.16.17					
FM-QP-13-FAD-08-03	Post Repair Inspection Report	10.16.17					
FM-QP-13-FAD-08-04	Purchase Order	10.16.17					
FM-QP-13-FAD-08-05	Shopping and Small Value Procurement Abstract of Bids as Calculated	10.16.17					

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QUALITY PROCEDURE (QP)

Document Code		
QP-R13-FAD-08		
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PROCEDURE TITLE	MAINTENANCE OF EQUIPMENT, PROPERTY AND VEHICLES (ROUTINE CHECK-UP AND REPAIR)	
SCOPE	This process starts from check-up of equipment/vehicles up to post repair inspection.	
PURPOSE	To ensure that all regional and provincial vehicles are safe, clean, roadworthy, and safety of passengers.	
PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Driver Maintenance Report / Pre-Inspection	MAINTENANCE OF EQUIPMENT, PROPERTY AND VEHICLES (Check -up & Repair)	Post repair Inspection Report GSS Section
DESCRIPTIVE STATEMENT: To ensure the roadworthiness and serviceability of all vehicles. And to ensure the proper operation of office equipment and satisfaction of end- user		

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"> check vehicles for broken and/or worn out parts. submit maintenance report to chief mechanic. for equipment: End-user will initially conduct visual inspection of equipment and inform the GSS for proper action 	<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"> 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. check if vehicle can be repaired in house. 	<i>Vehicle Maintenance Report</i> <i>Pre-Repair Inspection Form</i>





QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Check if vehicle cannot be repaired in house. (proceed to No. 4) 	
3	GSS Property Custodian /	Prepares Purchase Request (PR)	<ul style="list-style-type: none"> prepares PR of the parts subject for replacement once the PR has been approved (proceed to no. 5) 	PR
4	GSS Staff	Conduct market study for the labor and materials of defective parts	<ul style="list-style-type: none"> Property Officer: received the repair estimate/job order prepares PR based on the service center repair estimate/job order 	Job Order/Repair Estimate
5	Canvasser	Prepare canvass form	<ul style="list-style-type: none"> conduct canvassing at least three (3) Supplier 	Canvass Form
6	GSS Staff/SSVP Committee	Prepare Abstract, Purchase Order (PO)	<ul style="list-style-type: none"> prepare abstract to determine the winning shop. prepare Purchase Order. 	Abstract, PO, PR
7	Chief Mechanic	Deliver Vehicle to the Shop certified dealer/service center.	<ul style="list-style-type: none"> deliver the vehicle for repair. 	PO
8	GSS Staff/Property Custodian	Prepare Post Repair Inspection Report , Inspection and Acceptance Report	<ul style="list-style-type: none"> bring back vehicle to the office. submit to the Agency Inspector for the inspection of vehicle after repair. 	Job Order, Pre & Post Repair Inspection Report, Inspection and Acceptance Report, Invoice, Report of Waste materials





**QUALITY
PROCEDURE (QP)**

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> • reprepare Post Repair Inspection for the Agency Inspector to recommend and affix signature • accept and affix signature in the Acceptance Column by the Property Officer/Property Custodian 	
9	Records Management	Retain Documented Information	<ul style="list-style-type: none"> • Retain Documented Information in accordance to the Control Documented Information procedures. • (R13-SP-02) 	<ul style="list-style-type: none"> • Control of Records Procedure • Property

Definition of Terms:

PR – Purchase Request

Legal References:

Report of Waste Materials (RWM)
Vehicle Maintenance Report Form/ Repair Request

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DILG REGION XIII (CARAGA)

QUALITY OBJECTIVE (QO)

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

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 requests for maintenance/ repair 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	<ul style="list-style-type: none"> Vehicle Maintenance Report Form

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

Document Code		
QME-QP-R13-FAD-08		
Rev. No.	Eff. Date	Page
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DIVISION/FOU	Finance And Administrative Division
PROCEDURE TITLE	Maintenance of Equipment, Property and Vehicles (Routine Check-Up and Repair)
OBJECTIVE STATEMENT	Ensure that requests for maintenance/ repair of equipment, property and vehicles are processed and completed
CURRENT PERIOD	

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

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)
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							

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DILG REGION XIII
**PRE REPAIR
 INSPECTION REPORT**

Document Code		
FM-QP-R13-FAD-08-02		
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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

Prepared By	Reviewed By	Approved By
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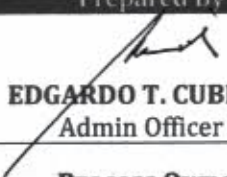
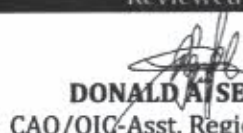
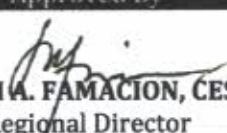


DILG REGION XIII
**POST REPAIR
 INSPECTION REPORT**

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Job Order No. _____ Amount: _____ Invoice No. _____ Amount: _____
 FINDINS/COMMENTS: _____

Property Inspector / Date

Prepared By	Reviewed By	Approved By
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DILG REGION XIII
PURCHASE ORDER

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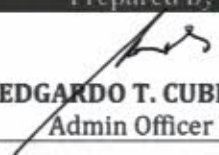

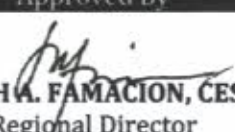
Supplier :		P.O. No. :			
Address :		Date :			
TIN :		Mode of Procurement :			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery :			Delivery Term :		
Date of Delivery :			Payment Term :		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
					#REF!
<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>					
Conforme:		Very truly yours,			
Signature over Printed Name of Supplier		Authorized Official			
_____		_____			
Date		Designation			
Fund Cluster :		ORS/BURS No. : _____			
Funds Available :		_____			
		Date of the ORS/BURS: _____			
		Amount : _____			
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit					





DILG REGION XIII
PURCHASE ORDER

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DILG REGION XIII
**SHOPPING AND SMALL VALUE
 PROCUREMENT ABSTRACT OF BIDS
 AS CALCULATED**

Document Code		
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Project Name _____

 Project Location _____
 Approved Budget for Contract _____

Sheet : _____
 Date : _____
 Time : _____
 Place : _____

ITEM NO.	QTY	UNIT	DESCRIPTION OF ARTICLES						
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
Grand Total					-		-		-

 SSVP Member SSVP Member SSVP Member SSVP Member

 SSVP Committee Head COA Representative

NOTE

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