



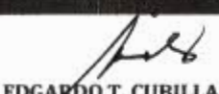
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Region XIII (Caraga)
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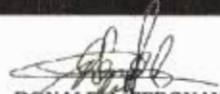
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Name of Division/FOU: Finance and Administrative Division - General Services Section

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

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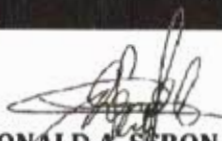
MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Provision of Vehicular Support Services							
QP-R13-FAD-15	Quality Procedure	10.16.17					
QO-QP-R13-FAD-15	Quality Objective	10.16.17					
QME-QP-R13-FAD-15	Quality Monitoring 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					

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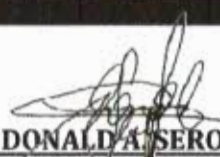
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Name of Division/FOU: Finance and Administrative Division - General Services Section

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
Provision of Vehicular Support Services							
	Driver's Trip Ticket						

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**QUALITY
PROCEDURE (QP)**

OPROCEDURE 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	Approved VPS and Trip Ticket → REQUESTING UNIT
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.			

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 for approval	<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 satisfactorily complied with appropriate supporting documents, indicate the specific vehicle allotted and 	<ul style="list-style-type: none"> VPS form with supporting documents Vehicle's Log & Trip Sheet



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

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>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 of the vehicle. If replacement/repair is needed, refer to Maintenance of Vehicles 	<ul style="list-style-type: none"> BLOWBAGETS Checklist Maintenance of Vehicles procedure





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**QUALITY
 PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			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 pasenger/s to sign before departure. <ul style="list-style-type: none"> Upon return, accomplish the B portion of the Driver's Trip Ticketand 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 VPS Log Sheet Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records. 	<ul style="list-style-type: none"> VPS Log Sheet Master List of Records

Definition of Terms:

VPS – Vehicle Pass Slip

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

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Process Owner	Regional QMR	Top Management





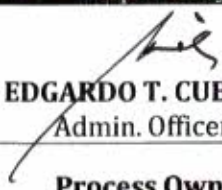

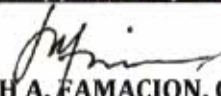
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**QUALITY
OBJECTIVE (QO)**

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DIVISION/FOU	Finance and Administrative Division, General Services Section
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

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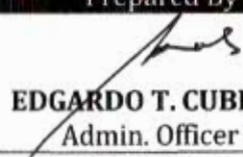

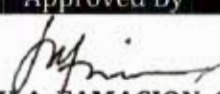


DILG REGION XIII (CARAGA)

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

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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.														

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DILG REGION XIII (CARAGA)

**Provision of Vehicular Support Services
Process Summary Logsheets (PSL)**

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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

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Admin. Officer V
Process Owner

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DONALD A. SERONAY
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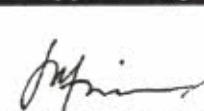
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DILG CARAGA REGIONAL OFFICE	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"><i>Gasoline Slip</i></div>	
REQUESTED BY:	

Printed Name / Signature	
Purpose: _____	

Type of Vehicle:	_____
Plate No.	_____
No. of Liters/ Quarts:	_____
Gasoline:	_____
Oil:	_____
Others:	_____
APPROVED BY:	

Printed Name / Signature	
Date : _____	

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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 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

- ☐ Crocodile Jack
☐ Umbrella
☐ Tool box w/ basic tools inside
☐ X wrench
☐ Flashlight

BEFORE TRIP	AFTER TRIP

C. REMARKS

D. BODY

- ☐ Clean
☐ Muddy
☐ Dusty
☐ 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

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