



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

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

| DOCUMENT CODE | DOCUMENT TITLE | CUSTODIAN | LOCATION | FILING SYSTEM | | RETENTION PERIOD | | | DISPOSAL |
|--|--|-----------|--------------------------|---|------------------------------------|------------------|---------|---------|-----------|
| | | | | FOLDER | SCHEME | ACTIVE | STORAGE | TOTAL | |
| Review and Endorse LGU's Request for Authority to Purchase Motor Vehicles | | | | | | | | | |
| | PERTINENT DOCUMENTS RE REQUESTS OF AUTHORITY TO PURCHASE MOTOR VEHICLES PER LGU (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 2017 (WITH APPROVED APMV) | Sequential by year (latest on top) | 3 years | 3 years | 6 years | recycling |
| | | MAS | LGMED Cabinet, Drawer #1 | ACTED REQUESTS FOR AUTHORITY TO PURCHASE MOTOR VEHICLES 2017 (PENDING APPROVAL) | Sequential by year (latest on top) | 3 years | 3 years | 6 years | recycling |
| | | 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 |
| | | 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 |
| | | | | 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 | 6 years | recycling |





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|---------------|----------------|-----------|--------------------------|---|------------------------------------|------------------|---------|---------|-----------|
| | | | | FOLDER | SCHEME | ACTIVE | STORAGE | TOTAL | |
| | | MAS | LGMED Cabinet, Drawer #1 | ACTED REQUESTS FOR AUTHORITY TO PURCHASE MOTOR VEHICLES 2018 (WITH APPROVED APMV) | Sequential by year (latest on top) | 3 years | 5 years | 8 years | recycling |
| | | MAS | LGMED Cabinet, Drawer #1 | ACTED REQUESTS FOR AUTHORITY TO PURCHASE MOTOR VEHICLES 2018 (PENDING APPROVAL) | Sequential by year (latest on top) | 3 years | 3 years | 6 years | recycling |
| | | MAS | LGMED Cabinet, Drawer #1 | RESPONSE LETTER TO LCEs RE REVISIONS OR LACKING DOCUMENTS 2018 (DOCUMENTS ATTACHED) | Sequential by year (latest on top) | 3 years | 3 years | 6 years | recycling |
| | | MAS | LGMED Cabinet, Drawer #1 | RESPONSE LETTER TO LCEs RETURNING DOCUMENTS AND ADVISE FOR LGU AUTHORITY 2018 (WITH ATTACHED RETAINED COPY FOR REFERENCE) | Sequential by year (latest on top) | 3 years | 5 years | 8 years | recycling |
| | | MAS | LGMED Cabinet, Drawer #1 | LGU REPORTS RE PROCURED MOTOR VEHICLES 2018 (WITH ATTACHED DOCUMENTS SUCH AS PO AND DELIVERY RECEIPT) | Sequential by year (latest on top) | 3 years | 3 years | 6 years | recycling |

Prepared By

MARILOU AUTOR-SALADO
 LGOO V
 Process Owner

Reviewed By

RAY GREGORY F. JARANILLA
 Division Chief
 Deputy QMR





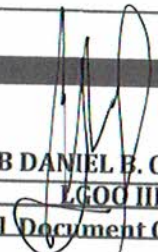
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Name of Division/FOU: **Local Government Monitoring and Evaluation Division**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

| DOCUMENT CODE | DOCUMENT TITLE | REVISION | | | | | |
|--|--|----------|----|----|----|----|----|
| | | 00 | 01 | 02 | 03 | 04 | 05 |
| Review and Endorse LGU's Request For Authority To Purchase Motor Vehicles | | | | | | | |
| QP-R13-LGMED-04 | Quality Procedure | 10.16.17 | | | | | |
| QO-QP-R13-LGMED-04 | Quality Objective | 10.16.17 | | | | | |
| QME-QP-R13-LGMED-04 | Quality Monitoring and Evaluation | 10.16.17 | | | | | |
| FM-QP-R13-LGMED-04-01 | Process Summary Logsheet | 10.16.17 | | | | | |
| FM-QP-R13-LGMED-04-02 | Checklist of Authority to Purchase Motor Vehicle | 10.16.17 | | | | | |
| FM-QP-R13-LGMED-04-03 | Indorsement Letter re APMV | 10.16.17 | | | | | |
| FM-QP-R13-LGMED-04-04 | Letter Reply for Incomplete Documents | 10.16.17 | | | | | |
| FM-QP-R13-LGMED-04-05 | Letter Reply to LCEs for LGU Authority | 10.16.17 | | | | | |
| FM-QP-R13-LGMED-04-06 | Letter to PD furnishing copy of APMV | 10.16.17 | | | | | |
| FM-QP-R13-LGMED-04-07 | Indorsement Letter for Report on Procured MVs | 10.16.17 | | | | | |

Prepared By

JOB DANIEL B. CASSION
LGCOO III
 Regional Document Controller

Noted By

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





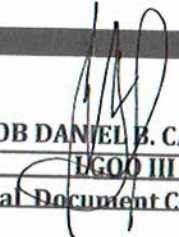
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Name of Division/FOU: **Local Government Monitoring and Evaluation Division**

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.) | | | | | | |

Prepared By

JOB DANIEL B. CASSION
 EG00 III
 Regional Document Controller

Noted By

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





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

Document Code
QP-R13-LGMED-04

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| | |
|------------------------|--|
| PROCEDURE TITLE | Review and Endorse LGU's Request For Authority To Purchase Motor Vehicles |
| SCOPE | 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 appropriate action/s undertaken by the Process Owner. |
| PURPOSE | 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 in ensuring LGUs do not procure luxury vehicles per AO No. 15 dated May 25, 2011. |

| PROCESS DESCRIPTION | | |
|---|---|--|
| INPUT | PROCESS | OUTPUT |
| LGUs (PCM) → LCE Request, Certificate of Availability of Funds, Appropriation Ordinance/Resolution & Updated MV Inventory | REVIEW AND ENDORSE LGUs REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES | Endorsement → DILG Central Office (BLGS) |

DESCRIPTIVE STATEMENT: The C/MLGOOs or the HUC FP will receive LCE's request letter (indicating type of vehicle, engine displacement, fuel, no. of cylinders, amount allocated and purpose) and supporting documents, review its appropriateness and completeness, and endorse to DILG Provincial Office or other action/s. The Provincial or HUC FP will review the completeness and appropriateness of APMV required documents submitted, based on the Checklist of Documentary Requirements, and prepares endorsement letter to DILG through the Regional Office that will be signed by the Provincial Director. The Regional FP will likewise review the completeness and appropriateness of APMV required documents submitted vis-à-vis the Checklist of Documentary Requirements and prepares endorsement letter to DILG CO that will be signed by the Regional Director.

| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|-----------------------|--|---|---|
| 1 | C/MLGOO or HUC FP | Receive, review and indorse APMV documents | <ul style="list-style-type: none"> Receive APMV documents in original or certified true copy. Stamp received of date and time of receipt should be duly ensured and signed. Record the details of the request in Log Book. Check completeness & appropriateness of supporting documents. Determine appropriate action based on documents received. <ul style="list-style-type: none"> ➤ If documents submitted by the LGU requesting APMV are | <ul style="list-style-type: none"> Stamped received documents Log Book Checklist of Documentary Requirements AMPV documents |





DILG – REGION XIII (CARAGA)
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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|--------------------------|------------------------|--|--|
| | | | <p>complete, prepare endorsement letter for PO.</p> <ul style="list-style-type: none"> ➤ If documents submitted by the LGU requesting APMV are incomplete, prepare a letter addressed to the concerned LCE requesting for the immediate submission of lacking document/s information. ➤ In case of communication letter re LGU Authority or copy furnish of approved APMV with attached CSS Form, ensure accomplishment of said Form ➤ In case of accomplished CSS Form from LGU, facilitate its submission to RO thru email or any efficient means possible, for QME purposes. | <ul style="list-style-type: none"> • Endorsement letter • Letter reply • Letter to LGUs reiterating information re approved APMV with attached CSS (QP-R13-SP-01) • Accomplished CSS (QP-R13-SP-01) stamped released with date, time and signature |
| 2 | Provincial/ HUC Clerk | Receive APMV documents | <ul style="list-style-type: none"> • Receive APMV documents in original or certified true copy (stamp received of date and time of receipt should be duly ensured and signed), and • Record the details of the request in Log book. | <ul style="list-style-type: none"> • Stamped received documents • Log book |





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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|-----------------------|---|--|---|
| 3 | Provincial/ HUC FP | Review the APMV documents and prepare appropriate document needed for PD's action | <ul style="list-style-type: none"> • Check completeness & appropriateness of supporting documents. • Determine appropriate action based on documents received. <ul style="list-style-type: none"> ➢ If documents re APMV requests are complete, accomplish and sign as preparer the Checklist of Documentary Requirements and prepare endorsement letter for RO to be signed by the Provincial Director ➢ If documents re APMV request 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. ➢ In case of copy furnished of the approved APMV, prepare appropriate communication for PD's action ➢ In case of Procurement Report from LGUs, evaluate the appropriateness of documents (Report signed by LCE, PR, PO, Delivery Receipt, and the Inspection and Acceptance Report) re Procured MV and, as determined, prepare appropriate communication for | <ul style="list-style-type: none"> • Checklist of Documentary Requirements • Endorsement Letter with attached accomplished Checklist of Documentary Requirements • Letter reply • Letter to C/MLGOOs furnishing copy of APMV, with attached CSS Form (QP-R13-SP-01) • Endorsement Letter |





DILG - REGION XIII (CARAGA)
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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|--------------------------|--|---|--|
| | | | PD's action | |
| 4 | Provincial/ HUC Director | Sign the Action Document | <ul style="list-style-type: none"> • If action document is verified appropriate based on Checklist of Documentary Requirements, affix signature in the action document and the Checklist; and, • Return the signed document to the Provincial FP to be informed of the action and to facilitate release | <ul style="list-style-type: none"> • Endorsement Letter/Letter Reply with attached accomplishedC hecklist of Documentary Requirements |
| 5 | Provincial/ HUC FP | Receive the approved action document for RO and Maintain Records | <ul style="list-style-type: none"> • Update the Process Summary Logsheet & Database | <ul style="list-style-type: none"> • Updated Process Summary Log Sheet & Database |
| 6 | Provincial/ HUC FP | Forward the signed action document to Records Section/Clerk | <ul style="list-style-type: none"> • Forward the signed document and all supporting documents to Records/Clerk for release to concerned addresse and ensure photocopy of the documents for file. | <ul style="list-style-type: none"> • Retained copy of stamped released Endorsement Letter/Letter Reply with attached accomplishedC hecklist of Documentary Requirements |
| 7 | Provincial/ HUC Clerk | Release and record the approved action document/s | <ul style="list-style-type: none"> • Stamped Release and record the signed endorsement letter and Checklist with all supporting documents to concerned addressee | <ul style="list-style-type: none"> • Log book |





DILG - REGION XIII (CARAGA)
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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|--------------------------|---|--|---|
| 8 | Regional Records Officer | Receive APMV documents | <ul style="list-style-type: none"> Receive APMV documents in original or certified true copy as per Quality Procedures of Incoming Communications (QP-R13-FAD-11) | <ul style="list-style-type: none"> Stamped received documents duly signed with date and time |
| 9 | Regional FP | Review the APMV documents and prepare appropriate document needed for RD's action | <ul style="list-style-type: none"> Check completeness & appropriateness of supporting documents. Determine appropriate action based on documents received: <ul style="list-style-type: none"> ➤ If documents submitted by LGUs requesting for APMV are complete, accomplish and sign Checklist and prepare endorsement letter for CO to be signed by the Regional Director with accomplished Checklist for Documentary Requirements ➤ If documents submitted by LGUs requesting for APMV 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 information ➤ In case of requests qualified for LGU Authority | <ul style="list-style-type: none"> Checklist of Documentary Requirements and/or APMV Documents Endoresment Letter to CO Letter reply |

• Letter reply



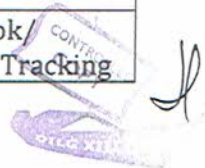


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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|-----------------------|---|---|---|
| | | | <ul style="list-style-type: none"> ➤ In case of copy furnished of the approved APMV, verify correctness of data or information with the endorsed request and, as determined, prepare appropriate communication for RD's action ➤ In case of Procurement Report from LGUs, evaluate the approved APMV vis-a-vis the details of the Procured MV and, as determined, prepare appropriate communication for RD's action | <p>providing appropriate advise and returning all documents, with attached CSS (QP-R13-SP-01)</p> <ul style="list-style-type: none"> • Letter to PD/CD furnishing copy of APMV, with attached CSS (QP-R13-SP-01) • Endorsement to CO/Letter Reply |
| 10 | Regional Director | Sign the Action Document | <ul style="list-style-type: none"> • If action document is verified correct and appropriate, affix signature and have it returned to the FP through the Division Chief, to facilitate release. | <ul style="list-style-type: none"> • Signed endorsement/l etter |
| 11 | Regional FP | Receive approved action documents for CO and Maintain Records | <ul style="list-style-type: none"> • Update the Process Summary Logsheet & database | <ul style="list-style-type: none"> • Process Summary Log Sheet& Database |
| 12 | Regional FP | Forward the signed action document to clerk/records section | <ul style="list-style-type: none"> • Forward the signed communication documents to Admin. Personnel of the Division/ Records Officer to facilitate release of Outgoing Communication via email and courier for hard copies | <ul style="list-style-type: none"> • Stamped released approved document and all supporting documents |
| 13 | Records Officer | Receive and record the approved action | <ul style="list-style-type: none"> • Receive and record the signed endorsement | <ul style="list-style-type: none"> • Log book/ Comm. Tracking |





DILG - REGION XIII (CARAGA)
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| Step No. | Responsible Personnel | PROCESS/ACTIVITY | Details | References |
|----------|-----------------------|------------------|--|--|
| | | document/s | letter with Checklist of Documentary Requirements and APMV documents for release to addressee and return file copy to Process Owners | System |
| 14 | Process Owners | Retain Records | <ul style="list-style-type: none"> Retain generated records in accordance with Control of Retained Documented Information Procedure | <ul style="list-style-type: none"> R13-SP-02 Masterlist of Records |

• **Definition of Terms:**

- APMV = Authority to Purchase Motor Vehicles
- CSS = Customer Satisfaction Survey
- QME = Quality Monitoring and Evaluation
- RO = Regional Office of DILG
- PO = Provincial Office of DILG
- FP = Focal Person

• **Legal References:**

- DILG Memorandum Circular No. 2014-155 dated December 17, 2014
- DILG Memorandum Circular No. 2015-52 dated May 11, 2015
- DILG Memorandum dated August 24, 2015
- DBM Budget Circular 2017-01 dated April 26, 2017
- AO No. 23 dated May 25, 2011

| Prepared By | Reviewed By | Approved By |
|---|---|--|
| MARILOU A. SALADO LGOO V Process Owner | RAY GREGORY F. JARANILLA Division Chief Deputy QMR | DONALD A. SERONAY CAO/ OIC-Asst. Regional Director Regional QMR |
| | | LILIBETH A. FAMACION, CESO III Regional Director Top Management |





DILG REGION XIII (CARAGA)
QUALITY OBJECTIVE (QO)

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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 |



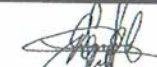
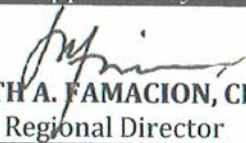
| Function | Key Performance Indicators (KPI) | | | Frequency of Monitoring Results | Responsible for Monitoring | Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.) |
|--|---|--------|---|---------------------------------|----------------------------|--|
| | Objective | Target | Indicator/Formula (if applicable) | | | |
| Process the LGU's Requests for Department Authority to Purchase Vehicles | <ul style="list-style-type: none"> 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 \div Total number of requests received $\times 100$ | Quarterly | M. SALADO | <ul style="list-style-type: none"> Process Summary Logsheet |
| | <ul style="list-style-type: none"> 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) \div Total number of requests received $\times 100$ | Quarterly | M. SALADO | <ul style="list-style-type: none"> CSS Summary Logsheet |





DILG REGION XIII (CARAGA)
**QUALITY
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| Prepared By | | Reviewed By | | Approved By | |
|--|--|---|---|-------------|--|
|  MARILOU AUTOR-SALADO LGOO V |  RAY GREGORY F. JARANILLA Division Chief |  DONALD A. SERONAY CAO/ OIC-Asst. Regional Director |  LILIBETH A. FAMACION, CESO III Regional Director | | |
| Process Owner | Deputy QMR | Regional QMR | Top Management | | |





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

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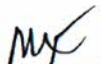
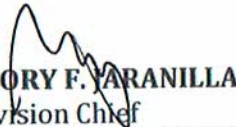
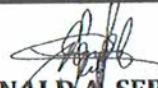
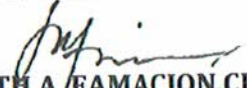
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|--|--|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| DIVISON/FOU | Local Government Monitoring and Evaluation Division | | | | | | | | | | | | |
| PROCEDURE TITLE | REVIEW AND ENDORSE LGU'S REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES | | | | | | | | | | | | |
| OBJECTIVE STATEMENT | 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) | | | | | | | | | | | | |
| CURRENT PERIOD | ____ Quarter CY 2018 | | | | | | | | | | | | |
| INDICATORS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
| 1. Objective 1: 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. Objective 2: 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. | | | | | | | | | | | | | |





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

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





DILG 13- Caraga
Issuance of Department Authority to LGUs for the Purchase of Vehicle

| Document Code | | |
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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:

| Doc. No. | Receiving Control No. | LGU | Region | Date Request/Com. Received | Lacking Docs Required / Vehicle Type | Date Communicated (Request LGU for additional / lacking documents) | Date Lacking/Additional Documents Received | Action Undertaken (Document Prepared) | | | | No of Days elapsed | Result (Date Request Received vs. Date Communicated; Date Request Received or Date Lacking/Additional Documents Received vs Date Prepared/Approved /Released to Records) | | w/ CSS Ltr | CSS Response |
|----------|-----------------------|-----|--------|----------------------------|--------------------------------------|--|--|---------------------------------------|---------------|---------------|--------------------------|--------------------|--|-------------------------|------------|--------------|
| | | | | | | | | Doc. Code | Date Prepared | Date Approved | Date Released to Records | | Met <15 working days | Unmet > 15 working days | | |
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Prepared By

 MARILOU AUTOR-SALADO
 LGOO V
 PROCESS OWNER

Reviewed By

 RAY GREGORY F. JARANILLA
 DIVISION CHIEF
 DEPUTY QMR



CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

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



CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

| | | |
|---|---|--|
| <p>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.</p> <p>a. Car (sedan or hatchback)- with engine displacement not exceeding 1500 cc for gasoline or diesel; and,</p> <p>b. Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) - with engine displacement not exceeding 2000 cc for gasoline or 2500 cc for diesel</p> | | |
| <p>B. FOR TRANSPORT OF PERSONNEL, EQUIPMENT, SUPPLIES, PRODUCTS & MATERIALS</p> | | |
| <p>1. For heavy field use in rural and remote areas with generally rugged road condition, mountainous and rugged terrain:</p> <p>a. Pick-up type vehicle with an engine displacement not exceeding 2200 cc for gasoline or 3000 cc diesel fuel; or,</p> <p>b. All-terrain vehicle referred to as SUV with an engine displacement not exceeding 2000cc for gasoline or 2400cc for diesel fuel.</p> | <p align="center">√</p> <p>Six (6) units 4x4 Pick-Up, engine displacement not exceeding 3000 cc, 4 cylinders, diesel fuel</p> | |
| <p>2. For general urban use where road conditions are generally good:</p> <p>(a) Passenger Van - engine displacement not exceeding 2200 cc for gasoline or 3000cc for diesel; and,</p> <p>(b) Multi-Purpose Vehicle (MPV) - engine displacement not exceeding 1500cc for gasoline or 2500cc for diesel</p> | | |
| <p>3. For use in semi-rugged roads in rural areas:</p> <p>(a) "Assembled" Owner-type Jeep - engine displacement not exceeding 1800cc for gasoline or 2500cc for diesel; and,</p> <p>(b) "Assembled" Passenger Jeepney-type Vehicle - engine displacement not exceeding 2000cc for gasoline or 3000cc for diesel.</p> | | |
| <p>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: Motorcycle - with engine displacement not exceeding 200 cc.</p> | | |
| <p>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:</p> <p>Passenger Van - with engine displacement not exceeding 2200 cc for gasoline or 3000 cc for diesel</p> | | |
| <p>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:</p> <p>a. Bus - with engine displacement of 8500 cc for diesel; or, b. Mini-Bus - with engine displacement of 4500 cc for diesel</p> | | |



CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

| | | |
|---|--|--|
| C. FOR TRANSPORT OF SICK AND/OR INJURED PERSONS | | |
| <p>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</p> <p>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</p> <p>c. Original Ambulance, designed, built and equipped as such by the manufacturer - specifications may vary according to manufacturer and the sophistication of desired units.</p> | | |
| 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 Motrocycle | | |
| E. FOR DISASTER RESPONSE AND RESCUE/RELIEF OPERATIONS | | |
| <p>For mobility purposes and immediate response during disasters and calamities:</p> <p>(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;</p> <p>(b) Pick-Up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus);</p> <p>(c) Motorcycle - specifications may vary according to the intended use and in consideration of min. specifications allowed in certain areas</p> | | |
| F. FOR TRANSPORT OF CASH OR VALUABLE ITEMS | | |
| <p>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:</p> <p>a. Armored Vehicle - 2500 cc for gasoline or 4500 cc for diesel; other desired features/specs must be supplied by the requesting agency.</p> | | |





CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

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| 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-sidecargo 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 LG00 V | |



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CHECKLIST OF AUTHORITY TO PURCHASE MOTOR VEHICLES

| Prepared By | Reviewed By | Approved By |
|--|---|---|
|  MARILOU SALADO-AUTOR LGOO V |  DONALD A. SERONAY CAO/ Asst. Regional Director |  LILIBETH A. FAMACION, CESO III Regional Director |
| 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 |
|---|--|--|
| MARILOU AUTOR-SALADO LG00 V | DONALD A. SERONAY CAO/ OIC-Asst. Regional Director | LILIBETH A. FAMACION, CESO III Regional Director |
| Process Owner | Regional QMR | Top Management |

"Matino, Mahusay at Maaasahan"





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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 |
|--|---|---|
|  MARILOU AUTOR-SALADO LGOO V |  DONALD A. SERONAY CAO/ OIC-Asst. Regional Director |  LILIBETH A. FAMACION, CESO III Regional Director |
| Process Owner | Regional QMR | Top Management |





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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.

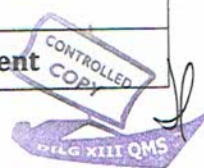
Also, please accomplish the attached CSS Form and kindly return back through C/MLGOO or through email address: official@caraga.dilg.gov.ph. This will be our reference to serve you better.

Our best regards.

Truly yours,

LILIBETH A. FAMACION, CESO III
 Regional Director

| Prepared By | Reviewed By | Approved By |
|---|--|--|
| MARILOU AUTOR-SALADO LG00 V | DONALD A. SERONAY CAO / OIC-Asst. Regional Director | LILIBETH A. FAMACION, CESO III Regional Director |
| Process Owner | Regional QMR | Top Management |



"Matino, Mahusay at Maaasahan"



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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

Our best regards.

Truly yours,

LILIBETH A. FAMACION, CESO III
Regional Director

| Prepared By | Reviewed By | Approved By |
|---|---|--|
| MARILOU AUTOR-SALADO LG00 V | DONALD A. SERONAY CAO/ OIC-Asst. Regional Director | LILIBETH A. FAMACION, CESO III Regional Director |
| Process Owner | Regional QMR | Top Management |

“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





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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 |
|---------------------------------------|---|--|
| MARILOU AUTOR-SALADO LG00 V | DONALD A. SERONAY CAO/OIC-Asst. Regional Director | LILIBETH A. FAMACION, CESO III Regional Director |
| Process Owner | Regional QMR | Top Management |



“Matino, Mahusay at Maaasahan”