



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

**OFFICE OF THE SECRETARY**

MANILA

MAR 23 2006

DPWH 13 DPWH  
63-24-2006

**DEPARTMENT ORDER )**

No. 22 )  
Series of 2006 *03-24-06*

**SUBJECT:** TURN-OVER OF SERVICE VEHICLES  
AND MAINTENANCE/CONSTRUCTION  
EQUIPMENT FROM PROJECT MANAGE-  
MENT OFFICES AND DISTRICT OFFICES  
FOR DOCUMENTATION/ASSIGNMENT  
OF DPWH PROPERTY CODE NUMBERS  
AND ALLOCATION

In order to rationalize the custody, allocation and utilization of service vehicles and maintenance/construction equipment purchased out of the funds from the Project Management Offices (PMOs) and/or turned-over by the private contractors, it is hereby directed that henceforth the following original documents shall be submitted to the Bureau of Equipment (BOE), c/o Central Equipment and Spare Parts Division (CESPD), for documentation (book-up, registration and inventory) and assignment of DPWH property code numbers, to wit:

1. LTO Official Receipt/Certificate of Registration
2. Deed of Transfer/Deed of Sale together with the Corporate Secretary's Certificate
3. Deed of Donation
4. Insurance Policy or Certificate of Cover
5. Pencil stencil of chassis and motor serial numbers
6. Pictures in three (3) different views
7. Inspection Report/checklist
8. Certification from the Regional/PMO Accountant stating the service vehicle/equipment has been booked/not booked in their respective offices
9. Invoice Receipt of Property including other acquisition documents, such as acquisition cost, year acquired, etc.

Prior to turn-over, it shall be the responsibility of the concerned PMO to restore the unit into good running condition, and transfer the ownership thereof under the name of DPWH.

After the completion/acceptance of the project, the service vehicle and maintenance/construction equipment shall be turned-over as soon as practicable or within a reasonable time to the CESPD, or the nearest Regional/Area Equipment Services in the region. Those unit/s, which has/have not been turned-over despite the completion/acceptance of the project and are being used by the contractor shall be charged with rentals. Any violation thereof shall be dealt with appropriate administrative sanctions upon recommendation of the Bureau of Equipment.

This Order shall take effect immediately and supersedes previous orders and issuances inconsistent herewith.

For compliance.



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**HERMOGENES E. ERDANE, JR.**  
Acting Secretary