



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

19-10631
097.12 DPWH
11-25-2019

NOV 22 2019

DEPARTMENT ORDER)
NO. 126)
Series of 2019 11.25.19)

SUBJECT: **Amended Revised Policies And Procedures on the Reimbursement of Expenses for Maintenance of Equipment or Motor Vehicle**

Consistent with the continuing efforts of the Department to pursue economy and efficiency in operations, without sacrificing effectiveness, and with the objective to streamline and strengthen the internal management guidelines in the reimbursement of expenses for maintenance of equipment and motor vehicles, the following revised policies and procedures is hereby adopted and shall be strictly observed.

1. Definition of Terms

1.1. **Maintenance** – is ensuring that the DPWH equipment fleet continues to perform their intended purpose and function by keeping them in good condition or restoring them to serviceable condition.

1.2. **Preventive Maintenance (PM)** – is maintenance carried out at predetermined intervals or according to prescribed criteria and intended to reduce the probability of failure or malfunctioning of equipment and motor vehicles.

1.3. **Corrective Maintenance (CM)** – is maintenance performed to identify, isolate, and rectify a fault so that the equipment and motor vehicles can be restored to good operational condition.

1.3.1. **Emergency Maintenance (EM)** – is a repair which is carried out after failure detection and is aimed at restoring immediately the equipment and motor vehicles to a condition in which it can perform its intended function.

1.3.1.1. **In-house EM** – maintenance activities done at the Area Shops/Base Shops of Regional Offices (ROs) and its District Engineering Offices (DEOs), or its equivalent at Central Office Motorpool, wherein the needed parts shall be provided by the end-user, while labor would be performed by the in-house personnel. The total cost of emergency maintenance for *parts* only shall not exceed:

- a) PhP 5,000.00 – for motorcycles (H10)
- b) PhP 15,000.00 – for motor vehicles (service vehicles (H1, H1M))
- c) PhP 30,000.00 – for light to heavy & specialized equipment (dump truck, loader, etc. or with DPWH Property No. H2 to Z24.)

1.3.1.2 **Outside EM** – maintenance done at a qualified private shop*. The total cost of emergency maintenance for parts and labor shall not exceed:

*Licensed with Latest Business Permit, DTI, BIR-TIN and VAT registered, with Existing Shop, proof of ownership, complete tools and with certified mechanics/technicians (TESDA-accredited)

- a) PhP 5,000.00 – for motorcycles (H10)
- b) PhP 15,000.00 – for motor vehicles (service vehicles (H1, H1M)
- c) PhP 30,000.00 – for light to heavy & specialized equipment (dump truck, loader, etc. or with DPWH Property No. H2 to Z24.

1.3.2 **Capital Project Maintenance (CPM)** – a mode of corrective maintenance wherein the estimated cost is in excess of the amount prescribed for Emergency Maintenance, and subject to bidding/shopping as the method of procurement.

1.4. **End user** – refers to the accountable officer who is assigned with equipment or motor vehicle/s covered by a Property Acknowledgement Receipt (PAR).

In view of the foregoing definition of terms, reimbursement of expenses for equipment or motor vehicle maintenance shall be applicable for in-house EM, outside repair EM, and Preventive Maintenance (PM).

2. Conditions for Emergency Maintenance

- 2.1. Emergency maintenance shall be allowed where the need is urgently indispensable to prevent immediate danger to, or loss of life and/or property, or to avoid detriment to the public service, as certified by the end-user and approved by the Head of Office concerned.
- 2.2. Only emergency repair due to unforeseen failures shall be allowed to cover replacement of defective parts/components and/or repair or overhaul in the power train, axle and suspensions, steering system, brake system, fuel system, cooling system, electrical system and air-conditioning system.
- 2.3. Only emergency repairs due to unforeseen failures shall be allowed to cover replacement of parts for engine tune-up such as filters, spark plugs, condenser, contact point, ignition coil, including oils and lubricants for top-up may be allowed.
- 2.4. In emergency situation, replacement of two (2) pieces of tires, inner tubes, flaps and air valve is allowable, provided that the said parts are not repairable.
- 2.5. Only equipment or motor vehicles with *DPWH Property Code Number* (ex. H1→xxxx) issued by the Bureau of Equipment (BOE) shall be allowed to reimburse under this order.

3. Supporting Documents Required for In-house EM, Outside Repair EM & PM

The following documents shall be attached to the disbursement voucher to support claims for emergency maintenance for equipment or motor vehicles:

- 3.1. Post Inspection Report for Outside Repair by EMMS/EMD/Area Shop for repairs done in private shop/Work Order for in-house repair (Annex "A1" and "A2") respectively;
- 3.2. Certificate of Emergency Repair/Purchase (Annex "B"); (Certificate is not required for PMs Work Order);
- 3.3. Inspection and Acceptance Report [IAR] and/or Post Inspection and Acceptance Report [P-IAR] (Annex "C1" and "C2");

- 3.4. Open canvass by the end-user from at least three (3) licensed suppliers/dealers* (Annex "D");
- 3.5. Price Verification/Monitoring Report by the Supply and Property Management Division (SPMD) – Human Resource and Administrative Service (HRAS) or its equivalent in the field offices (Annex "E");
- 3.6. Waste Material Report (Annex "F");
- 3.7. Certified copy of Current LTO Registration of the subject service or motor vehicle, light to heavy or specialized equipment (Annex "G");
- 3.8. Certified copy of Property Acknowledgement Receipt (PAR) (Annex "H"); and
- 3.9. History of Repair for the past five (5) years (Annex "I").

4. Area of Responsibility for Outside Repair

- 4.1. The end-user shall, within three (3) working days after the unit had been repaired, present the equipment or motor vehicle for Post Repair Inspection to the EMMS-EOMD-BOE or to the equivalent EMD/AES in the Regional Offices or Equipment Service Unit (ESU) in the District Engineering Offices for repairs done in a qualified shop. Any Post Repair Inspection prepared in violation to the 3-day rule shall not be accepted as supporting document for the purpose of this Order, unless an acceptable justification from the end-user is submitted.
- 4.2. The equipment inspector/s from EMMS-EOMD-BOE or EMD equipment inspector/s in the Regional Offices or ESU engineer in District Offices shall conduct inspection on the spare parts procured/installed and the repair done and issue a Post Inspection and Acceptance Report. Waste materials shall be surrendered to the Supply and Property Management Division – Human Resource and Administrative Service (SPMD – HRAS) or Property Section in the Regional Offices or to the equivalent office in the District Offices for proper disposition.
- 4.3. The Procurement Service or equivalent offices in the Regional/District Engineering Offices shall conduct price verification or maintain a price monitoring system to determine the prevailing price in the market.
- 4.4. Liquidation by Special Disbursement Officer (SDO) on Cash Advances pertaining to the emergency corrective maintenance of motor vehicles, light to heavy and specialized equipment, shall follow the same policies as prescribed herein.

5. Funding Source

Funds for the purpose shall be chargeable against the appropriate Maintenance and Other Operating Expenses (MOOE) released to the concerned office, subject to the Special Provisions on Emergency Purchase in the applicable General Appropriations Act. Funds representing the Engineering and Administrative Overhead (EAO) may be used for this purpose, subject to the Special Budget, duly approved by appropriate official of the Department.

*Canvass is not required for reimbursement of parts with amount less than P1,000.00 per item, as stated in COA circular No. 85-55-A dated Sept. 8, 1985, and section 1.2.2 of COA Circular No. 2012-001.

6. Penalty Clause

Any violation of these policies and procedures shall subject the erring accountable official/s after due notice and hearing, to immediate sanctions that shall include relief, preventive suspension and/or dismissal in accordance with Civil Service rules and regulations and other applicable existing pertinent laws.

7. Repealing Clause

This Order amends Department Order No. 123, dated July 29, 2015, and supersedes other related issuances inconsistent herewith.

This Order shall take effect immediately.



MARK A. VILLAR
Secretary 7/16/19

9.1.2 TNLI

Department of Public Works and Highways
Office of the Secretary



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BUREAU OF EQUIPMENT
EQUIPMENT OPERATION AND MAINTENANCE DIVISION
EQUIPMENT MAINTENANCE AND MANAGEMENT SECTION
POST INSPECTION FOR OUTSIDE REPAIR

BOE-14326-01-Rev00

ANNEX "A1"

EQUIPMENT MAKE & MODEL			ENGINE MAKE & MODEL			DPWH NO.	PLATE NO.	DATE OF REPAIR		POST INSPECTION REPORT NO	DATE
ASSIGNED TO:						NAME & ADDRESS OF REPAIR SHOP/STORE					
DATE OF P.A.R.											
DATE OF L.T.O. REGISTRATION											
ITEM NO.	QTY.	UNIT	PARTS SUPPLIED/INSTALLED	FAILURE MODE	FAILURE CAUSE	INVOICE/O.R. NO.	DATE	UNIT COST	TOTAL COST	<p align="center">END-USER Designation, Office Assigned</p> <p>APPROVED:</p> <p align="center">_____ Director IV/DE/RD</p> <p>CERTIFIED WORK ACCOMPLISHED:</p> <p align="center">_____ Chief, EMMS/AES/EMD</p>	
			X-X-X-X-X-X-X-X								
			HISTORY OF REPAIR								
		1									
			X-X-X-X-X-X-X-X								
				SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR							
				C. Y. 2015 -							
				C. Y. 2016 -							
				C. Y. 2017 -							
				C. Y. 2018 -							
				C. Y. 2019 -							

NOTE: Waste Materials and the Equipment should be presented to Motorpool for Post Inspection

RECEIVED BY: _____ DATE: _____ TIME: _____ RETURNED BY: _____ DATE: _____ TIME: _____

**BUREAU OF EQUIPMENT
EQUIPMENT OPERATION AND MAINTENANCE DIVISION
EQUIPMENT MAINTENANCE AND MANAGEMENT SECTION
WORK ORDER**

BOE-14325-01-Rev00

ANNEX "A2"

EQUIPMENT MAKE & MODEL/TYPE		ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	TIME / DATE IN	TIME / DATE OUT	NATURE OF WORK		
ASSIGNED TO:		LABOR			AUTO MECHANIC/ ELECTRICIAN/ WELDER/ SERVICEMAN ASSIGNED		PRE-INSPECTION		
DATE OF P.A.R.							WORK ORDER NO.	DATE	
DATE OF L.T.O. REGISTRATION:		HRS.	COST		NAME				
ITEM NO.	WORK DESCRIPTION								REQUESTED BY:
			PARTS / SUPPLIES NEEDED						END-USER Designation, Office Assigned
	HISTORY OF REPAIR	ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION	FAILURE MODE	FAILURE CAUSE	ESTIMATED COST	
1									APPROVED:
									_____ Director IV/DE/RD
									CERTIFIED WORK ACCOMPLISHED:
					SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR				_____ Chief, EMMS/AES/EMD
					C.Y. 2015 -				REMARKS:
					C.Y. 2016 -				
					C.Y. 2017 -				
					C.Y. 2018 -				
					C.Y. 2019 -				
Page 1 of 1									



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

____ Date ____

CERTIFICATE OF EMERGENCY PURCHASE

In accordance with the provisions and the conditions set forth under **Section 4 of Department Order No.33, Series of 1988**, this certifies that the **spare parts, supplies, materials** covered by the attached duly inspected **Collection/Official Receipt No. _____ and Sales/Billing Invoice No. _____** dated _____, procurement have been accomplished under stress of emergency and all expenses incurred are in accordance with **existing Policies and Department Orders relative hereto.**

The purchase of the above mentioned **spare parts, supplies/materials** was absolutely necessary and urgent to put the vehicle/service shuttle, equipment, _____, **with DPWH Property No. _____**, assigned at the _____, DPWH, in good operating condition.

END USER

Designation
Office Assigned

Approved:

HEAD OF OFFICE

Designation
Office Assigned



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
 Manila

ANNEX "C1"

INSPECTION AND ACCEPTANCE REPORT				Annex G-7	
				COA Cir No. 2001-4 as of 2001	
				I.A.R. No.:	
				Date Issued:	
Supplier:		C.I. No.:		Date:	
		S.I. No.:		Date:	
P.O. No.:		Date:			
Requisitioning Office:					
Item No.	Qty.	Unit	DESCRIPTION	Remarks	
			X-X-X-X-X-X-X-X		
			For the use of		
			DPWH NO.:		
			PLATE NO.:		
			Assigned at		
INSPECTION			ACCEPTANCE		
Date Inspected: _____			Date Received: _____		
<input type="checkbox"/> Inspected, verified and found OK as to quantity and specification <input type="checkbox"/> Other Remarks _____ _____ _____ _____ Chief, EMMS/AES/EMD CONCURRED: _____ Director IV/DE/RD			<input type="checkbox"/> Complete <input type="checkbox"/> Partial _____ Designation END USER		

Republic of the Philippines
 Department of Public Works and Highways
OFFICE OF THE SECRETARY

ANNEX "E"

ABSTRACT OF OPEN CANVASS

ITEM NO.	PARTICULARS	QTY.	UNIT						
				SUPPLIER 1		SUPPLIER 2		SUPPLIER 3	
For the use of one (1) unit: DPWH No., Plate No., Assigned Office.									

We hereby certify that the above costs for the parts listed above are within the price range as consulted from the Price List Data Base consolidated by the Procurement Service - Bids and Awards Committee for Goods, and its History of Repair.

Prepared and Submitted By:

Checked and Verified by:

End-user

Chief, EMMS/AES/EMD



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
 Manila

Annex "F"

WASTE MATERIAL REPORT Department of Public Works and Highways Agency						
<i>Place of Storage</i>					<i>W.M.R. No.</i>	
<i>One-Stop Processing Center, Property Section, SPMD-AMMS</i>					<i>Date:</i>	
ITEMS FOR DISPOSAL					RECORD OF SALES	
ITEM	QTY.	UNIT	DESCRIPTION	O.R. No	Amount	
			x-x-x-x-x-x-x-x			
			Note: Worn-out parts taken from _____, H1-XXXX/(Govt./Security Plate) assigned to _____, Office Concerned.			
<i>Returned by:</i>				<i>Received by:</i>		
				JULIO B. SUNICO Clerk III, SPMD-HRAS		
<i>Certified Correct:</i>				<i>Disposal Approved:</i>		
ANTONIO A. PEREDA Supply Officer II Property Section, SPMD-HRAS				MYRNA R. DE JESUS Chief Administrative Officer SPMD - HRAS		
CERTIFICATION OF INSPECTION						
I hereby certify that the properly enumerated above was disposed of as follows:						
Item _____ Destroyed						
Item _____ Sold at Private sale						
Item _____ Sold at Public Auction						
Item _____ Transferred without cost to _____						
<i>Property Inspector: Name & Signature</i>				<i>Witness to Disposition</i>		
(NAME & SIGNATURE)				(NAME & SIGNATURE)		

ANNEX "G"



Republic of the Philippines
 DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
 East Avenue, Quezon City

LTO Form No. 3



Annex "G"

DISTRICT OFFICE Diliman DATE ISSUED 07.03.03

CERTIFICATE OF REGISTRATION
 OWNER'S COPY CR NO. **86526595**

MV FILE NO 1312-261925	PLATE NO SGS 437	PREVIOUS PLATE NO MA-4561	AUTHORIZED AGENCY
CLASSIFICATION govt	PREVIOUS CR NO new	TWC CONTROL NO OH 1030201874	ORIGINAL BOT DECISION NO
IS NUMBER	CUSTOMS CP NO	DATE	CLASSIFICATION TAX EXEMPT <input type="checkbox"/> UNDER BOND <input type="checkbox"/> OTHERS (Specify)
MAKE Nissan	SERIES frontier	TYPE OF BODY pick-up	MOTOR NO TD27-RED4294
SERIAL/CHASSIS NO CVRG1DD22078729	YR MODEL 2000	TOTAL PASSENGER CAP 4	GROSS WT 2500
SHIP WT	FUEL (liters)	TOTAL PASS SEATING (Pass)	STANDING (Pass)
COMPLETE OWNERS NAME (Family Name, First Name, Middle Name) Department of Public Works & Highways			CC NO
COMPLETE ADDRESS (No. Street, City/Municipality, Province) Bonifacio Port Area Manila			SIR CP NO
ACQUIRED FROM Core Automotive Resources Inc.			DATE
DETAILS OF FIRST REGISTRATION AGENCY CODE NO 1312-NVTR		OFFICIAL RECEIPT NO 3768192-1	AMOUNT 2987.00
DATE OF FIRST REGISTRATION 07/03/03			DATE 07/03/03
This is to CERTIFY that the motor vehicle described herein is duly registered. This certificate is VALID only when signed by authorized LTO officers, properly sealed and accompanied by Official Receipt as proof of payment. Any unauthorized use or alteration hereon will invalidate this document.			OWNER'S SIGNATURE
COMPUTER ad rivera (Print Name & Sign)			DISTRICT HEAD (Print Name & Sign)

Sample

Republic of the Philippines
 DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
 East Avenue, Quezon City

Field Office: Diliman District Office Field Office Code: 1312

OFFICIAL RECEIPT **258223840** DATE: 07/05/2003

RECEIVED FROM (Last name, First name, MI)
 DEPARTMENT OF PUBLIC WORKS & HWAYS
 ADDRESS (No. Street, City, Municipality, Province, Zip Code)
BONIFACIO - FORT AREA MANILA, NCR, FIRST DISTRICT B

PAYMENT DETAILS		BREAKDOWN OF PAYMENT	
REGISTRATION FEE	1,000.00	REGISTRATION FEE	1,000.00
SALES TAX	1,987.00	SALES TAX	1,987.00
Plate No. <u>SGS 437</u>			
TOTAL AMOUNT PAID	2,987.00		
THE SUM OF (in pesos)			Two Thousand One Hundred Sixty Two Pesos Only
MODE OF PAYMENT			CHECK
DATE OF RECEIPT	07/05/2003		



Republic of the Philippines
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
BUREAU OF EQUIPMENT
 Manila

ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT

BOE-EOMD-ARE: _____

DATE: _____

QTY.	UNIT	DESCRIPTION	ACQUISITION COST
One (1)	Unit	Make & Model : Type : Year Model : Year Acquired : Color : Unit Serial No. : Engine Serial No. : DPWH No. : Government Plate No. : Security Plate : Status :	<div style="border: 1px solid black; width: 100px; height: 80px; margin: 0 auto; text-align: center; vertical-align: middle;"> QR CODE </div>
REMARKS: For the official use of _____			
RECEIVED BY: _____ <div style="text-align: center;"> End-User Designation/Position </div> DATE: _____		ISSUED BY: _____ <div style="text-align: center;"> TORIBIO NOEL L. ILAO OIC, Bureau Director </div> DATE: _____	

HISTORY OF REPAIR
 Republic of the Philippines
 Department of Public Works and Highways
EQUIPMENT OPERATION and MANAGEMENT DIVISION
EQUIPMENT MAINTENANCE and MANAGEMENT SECTION
BUREAU OF EQUIPMENT

Annex "I"

MAKE AND MODEL		UNIT SERIAL NO:		ENGINE SERIAL NO:			PLATE NO:	DPWH NO:
END-USER		DESIGNATION:		OFFICE:			DATE OF A.R.E.	
JOB ORDER/ POST INSPECTION NO.	DATE	INVOICE/PURCHASE		NAME OF AUTO SUPPLY/SUPPLIER	SPARE PARTS			REMARKS
		NO.	DATE		QTY	UNIT	MATERIALS	
NOTE: NEWLY TURN-OVER NO RECORD ON FILE								
Sub-Total for C.Y. 2015								

PREPARED BY:

VERIFIED CORRECT BY:

SUBMITTED BY:

NOTED BY:

RAFAEL S. GONZALES
Auto Equipment Inspector II

ROQUITO L. CONSOLACION
Chief, EMMS

OSCAR O. ISIDRO
Chief, EOMD

TORIBIO NOEL L. ILAO
OIC-Bureau Director