

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
OFFICE OF THE SECRETARY  
MANILA

097.13DPWH

02-16-2006

FEB 15 2006

DEPARTMENT ORDER

NO.

13

Series of 2006

02-16-06

SUBJECT: REVISED POLICIES AND  
PROCEDURES ON THE  
REIMBURSEMENT OF  
EXPENSES FOR EMERGENCY  
REPAIR OF SERVICE/MOTOR  
VEHICLE

In line with the Department's efforts in streamlining and strengthening internal management guidelines in the reimbursement of expenses for emergency repair of service/motor vehicle, the following revised policies and procedures is hereby adopted and shall be strictly observed.

**A. Conditions for Emergency Repairs**

1. Repairs shall be allowed where the need is urgently indispensable to prevent immediate danger to, or loss of, life and/or property, or avoid detriment to the public service as certified by the end-user and approved by the head of office concerned. End user refers to the accountable officer who was assigned service/motor vehicle covered by an Acknowledgement Receipt for Equipment (ARE).
2. Only minor repairs due to fair wear and tear 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 and electrical system. In any case, cost of repair shall not exceed P10,000.00.
3. Repair parts for engine tune-up such as spark plugs, condenser, contact point, ignition coil, including oils, lubricants and filters may be allowed as emergency purchases, subject to post inspection and certification of the end user.
4. Only Government service/motor vehicle with Government Plate, DPWH Identification Number, included in the Inventory of Service/Motor Vehicles and Property, Plant and Equipment Ledger Card of the Office concerned shall be allowed under this Order.

**B. Supporting Documents Required for Emergency Repairs**

The following documents shall be attached to the disbursement voucher to support claims for emergency repairs for service/motor vehicles:

1. Post Inspection for repair done Outside Motorpool (**Annex A**)
2. Certificate of Emergency Repair (**Annex B**)
3. Post Inspection and Acceptance Report (**Annex C**)
4. Open canvass by the end-user from at least three (3) suppliers/dealers, if applicable (**Annex D**)
5. Price/Verification Monitoring Report by SPMD (**Annex E**)
6. Report of Waste Material (**Annex F**)

- ✓7. Certified copy of Current LTO Registration of the subject service/motor vehicle **(Annex G)**
8. Certified copy of Updated Acknowledgement Receipt for Equipment (ARE)**(Annex H)**
- ✓9. History of Repair **(Annex I)**

**C. Area of Responsibility**

1. The end-user shall, within five (5) working days after the same had been repaired, present the service/motor vehicle for Post Repair Inspection to the Motorpool Section, Central Equipment and Spare Parts Division (CESPD), Bureau of Equipment (BOE) or to the equivalent RES/AES in the Regional/District/Sub District Offices for repair done in the private shop. Post Repair Inspection prepared in violation to the 5-day rule shall not be accepted as supporting document for the purpose of this Order.
2. The designated inspectors from CESPD, BOE or equivalent officials in the Regional/District/Sub District Offices shall conduct inspection on the spare parts procured/installed and the repair done and issue Post Inspection and Acceptance Report. Waste materials shall be surrendered to SPMD-AMMS or Supply Section in the Regional Office or to the equivalent office in the District/Sub-District for proper disposition.
3. The SPMD-AMMS or equivalent offices in the field shall conduct a price verification to determine the prevailing price in the market.
4. Liquidation by Special Disbursement Officer (SDO) on Cash Advances pertaining to the emergency repair of service/motor vehicle shall follow the same policies herein

**D. Funding Source**

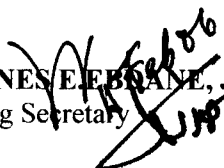
Funds for the purpose shall be chargeable against the appropriate Maintenance and Other Operating Expenses (MOOE) released to the concerned office, subject to the Special Provisions on Emergency Purchase in the applicable General Appropriations Act. Funds representing the Engineering and Administrative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

**E. Penalty Clause**

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

This Order shall take effect immediately and supersede Department Order 300, series of 2002.

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



WIN6T00087

## TABLE OF CONTENTS

ANNEXES		Pages
ANNEX "A"	- Post Inspection for repair done Outside Motorpool .....	1
ANNEX "B"	- Certificate of Emergency Repair .....	2
ANNEX "C"	- Post Inspection and Acceptance Report .....	3
ANNEX "D"	- Open Canvas by the end-user from at least three (3) Suppliers/dealers, if applicable .....	4
ANNEX "E"	- Price/Verification Monitoring Report by SPMD .....	5
ANNEX "F"	- Report of Waste Material .....	6
ANNEX "G"	- Certified copy of Current LTO Registration of the subject service/motor vehicle .....	7
ANNEX "H"	- Certified copy of Updated Acknowledgement Receipt for Equipment (ARE) .....	8
ANNEX "I"	- History of Repair .....	9

**CENTRAL EQUIPMENT & SPARE PARTS DIVISION  
MOTORPOOL SECTION  
BUREAU OF EQUIPMENT, DPWH**

ANNEX "A"

**POST INSPECTION FOR OUTSIDE REPAIR**

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:				REQUESTED BY:  _____
DATE OF A.R.E OF THE VEHICLE								
DATE OF LTO REGISTRATION								
ITEM NO.	QTY.	UNIT	PARTS SUPPLIED/INSTALLED:	INV./OR NO.	DATE	UNIT COST	TOTAL COST	END-USER/DESIGNATION _____
								APPROVED BY:  _____
								HEAD OF OFFICE of END-USER _____
								INSPECTED BY:  _____
								EQUIPMENT INSPECTOR _____
								NOTED:   <b><u>VIRGILIO A. ARPAFO</u></b> Bureau Director
								ACKNOWLEDGEMENT: I hereby acknowledged that the components/ materials/parts was installed.  _____
								End-User

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

**CERTIFICATE OF EMERGENCY REPAIR**

**REPUBLIC OF THE PHILIPPINES  
Department of Public Works and Highways  
Office of the Secretary**

\_\_\_\_\_  
Date

**CERTIFICATE OF EMERGENCY REPAIR**

In accordance with the provisions of Executive Order No. 320, Series of 1940 and the conditions set forth under Section 4 of Department Order No. 33 Series of 1988, this certifies that the item on the attached invoices from the Supplier have been purchased under stress of emergency.

The purchase of the Item was absolutely necessary and urgent for the use of service vehicle Vehicle Type with Plate No. III No. assigned at Assigned Office that was used for Purpose.

End User

Approved:

Head of Office

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
 OFFICE OF THE SECRETARY  
 Manila

ANNEX "C"

Supply and Property Management Division, AMMS			
POST INSPECTION AND ACCEPTANCE REPORT			Annex G-7 COA CIR. No. 2001-004 s.
Supplier: _____			
P.O. No.:	Date:	Invoice No.:	Date:
Requisitioning Officer: _____			
Item No.	Unit	Description	Quantity
<b>INSPECTION</b>		<b>ACCEPTANCE</b>	
Date of Inspection: _____		Date Received: _____	
<input type="checkbox"/> Inspected, verified and found OK as to quantity and specification			
Other Remarks: _____		<input type="checkbox"/> Complete	
		<input type="checkbox"/> Partial	
<b>Noted:</b>  _____ Inspector (CESPD, BOE)			
		End-User	
_____			
Chief, CESPD, BOE			

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

**ABSTRACT OF OPEN CANVASS**

ITEM NO.	PARTICULARS	QTY.	UNIT	Supplier 1	Supplier 2	Supplier 3	

4

We hereby certify that we have read and recorded all bids received in response to the open canvass.

Prepared and Submitted :

Verified:

\_\_\_\_\_

End-User

\_\_\_\_\_

Supply Officer

REPUBLIC OF THE PHILIPPINES  
**Department of Public Works and Highways**

Date of Opening: \_\_\_\_\_

Time of Opening : \_\_\_\_\_

T O

**CANVASS NO.**

**DATE:**

PLEASE QUOTE YOUR GOVERNMENT PRICE FOR THE ARTICLES LISTED HEREUNDER  
 AND INDICATE THE BRAND NAME, COUNTRY OF ORIGIN, ETC.

Item No.		QTY.	UNIT	UNIT PRICE	TOTAL PRICE	REMARKS

I hereby certify that a canvass was made by the undersigned and the price indicated herein was the lowest in the market at the time of the canvass.

(Signature, over printed name authorized canvasser)  
 I certify that I have read the Terms & Conditions of this Canvass / Invitation to Quote and that entries

(Signature, over Printed Name of Suppliers  
 Authorized representative - Tel No. )

**PERIOD OF DELIVERY:** Within \_\_\_\_\_ working days upon receipt of Approved Order. Guarantee Period

**NOTE :** If the total amount involved in your bid exceeds P5,000.00, please place the canvass in an envelope indicating the canvass number as reference, then seal and deliver the same to the Supply and Property Management Division, AMMS, DPWH, Ground Floor, Main Office, Bonifacio Drive, Port Area, Manila. If the amount is below P5,000.00 the same canvass form duly accomplished with quotation may be received and handcarried by our authorized canvasser. Inquiries may be made thru Telephone Nos. 304-3338; 304-3108; 304-3258 and 304-3540.



**WASTE MATERIAL REPORT**  
**Department of Public Works and Highways**

Agency \_\_\_\_\_

Place of Storage _____	W.M.R. No. _____
	Date: _____

**ITEMS FOR DISPOSAL**

ITEM	QTY.	UNIT	DESCRIPTION	RECORD OF SALES	
				O.R. No.	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			<b>TOTAL</b>		

Returned by: _____	Received by: _____
--------------------	--------------------

Remarks: \_\_\_\_\_

<b>Certified Correct:</b> _____ OIC, Property Section, SPMD-AMMS	<b>Disposal Approved:</b> _____
--	------------------------------------

**CERTIFICATE OF INSPECTION**

I hereby certify that the property enumerated above was disposed of as follows:

- Item \_\_\_\_\_ Destroyed
- Item \_\_\_\_\_ Sold at private sale
- Item \_\_\_\_\_ Sold at public auction
- Item \_\_\_\_\_ Transferred without cost to \_\_\_\_\_

Property Inspection: (Name & Signature) _____	Witness to disposition: _____
---	-------------------------------



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

LTO Form No. 3



DISTRICT OFFICE diliman

<b>CERTIFICATE OF REGISTRATION</b>		CR NO. <b>86526595</b>	DATE ISSUED <b>07.03.03</b>
<b>OWNER'S COPY</b>			
MV FILE NO. <b>1312-261525</b>	PLATE NO. <b>SGS 437 / 14-4561</b>	PREVIOUS PLATE NO.	AUTHORIZED AGENCY
CLASSIFICATION <b>govt</b>	PREVIOUS C.R. NO. <b>new</b>	TMC CONTROL NO. <b>OH 1030201874</b>	ORIGINAL BOT DECISION NO.
I.E. NUMBER	CUSTOMS C.P. NO.	DATE	CLASSIFICATION <input checked="" type="checkbox"/> TAX EXEMPT <input type="checkbox"/> UNDER BOND <input type="checkbox"/> OTHERS (Specify)
MAKE <b>nissan</b>	SERIES <b>frontier</b>	TYPE OF BODY <b>pick-up</b>	MOTOR NO. <b>TD27-TE04294</b>
SERIAL/CHASSIS NO. <b>CVPGLDFD22C78729</b>	YR. MODEL	TOTAL PISTON DISP (cu. cm)	NO. OF CYL. <b>4</b>
SHIP WT	FUEL (Specify) <b>dsl.</b>	TOTAL PASS. SEATING (Pass.)	STANDING (Pass.)
COMPLETE OWNER'S NAME (Family Name, First Name, Middle Name) <b>Department of Public Works &amp; Highways</b>		CC NO.	DATE
COMPLETE ADDRESS (No., Street, City/Municipality, Province) <b>Bonifacio Port Area Manila</b>		BIR CP NO.	BOC CP NO.
ACQUIRED FROM	TIN NO.	DATE	
<b>Core Automotive Resources Inc.,</b>			
DETAILS OF FIRST REGISTRATION PAYMENT	AGENCY CODE NO. <b>1312-mvrr</b>	OFFICIAL RECEIPT NO. <b>3768192-1</b>	AMOUNT <b>2987.00</b>
This is to CERTIFY that the motor vehicle described herein is duly registered. This certificate is VALID only when signed by authorized LTO officials, properly sealed and accompanied by Official Receipt as proof of payment. Any unauthorized erasure or alteration hereon will invalidate this document.		<b>OWNER'S SIGNATURE</b>	
COMPUTER		<b>ad rivera</b> (Print Name & Sign)	
		<b>AS G. Lambao</b> DISTRICT HEAD (Print Name & Sign)	

SAMPLE

LTO Form No. 28

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: 07/05/2005

RECEIVED FROM (Last name, First name, MI) 000-000-000-000

DEPARTMENT OF PUBLIC WORKS & HWAYS  
 ADDRESS (No., Street, City, Municipality, Province, Zip Code)  
**BONIFACIO - FORT AREA MANILA, NCR, FIRST DISTRICT D**

PAYMENT DETAILS	BREAKDOWN OF PAYMENT
Transaction VENDOR <b>011312070520050146-01</b>	Dist of 55 Quers <b>120.00</b>
Posted Jul 5 2005	Legal Research Fund <b>10.00</b>
GOVERNMENT VEHICLE DIESEL	MVUC <b>2,000.00</b>
File No. <b>13120005152566</b>	DETITE <b>0.00</b>
Plate No. <b>SGS 437</b>	Comp. Fee <b>132.00</b>
Class. Code: <b>2670</b>	Monthly License <b>0.00</b>
File No. <b>492452</b>	
File No. <b>492452</b>	
	<b>2,030.00</b>
	<b>132.00</b>
<b>TOTAL AMOUNT PAID</b> <b>2,162.00</b>	
THE SUM OF (in pesos) <b>Two Thousand One Hundred Sixty Two Pesos Only</b>	
MODE OF PAYMENT <b>CHEQUE</b>	
OFFICIAL OF LTO Electronic Signature & Date <b>07/05/2005</b>	CASHIER Signature/Date

**ANNEX "H"**

**ACKNOWLEDGMENT RECEIPT FOR EQUIPMENT**

**BUREAU OF EQUIPMENT**

Central Equipment and Spare Parts Division

NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

Quantity	Unit	Description	COST

**REMARKS:**

**Received by: (Actual End-User)**

\_\_\_\_\_

*Signature Over Printer Name*

\_\_\_\_\_

*Position / Office*

\_\_\_\_\_

*Date*

**Received from:**

\_\_\_\_\_

*Signature Over Printed Name*

\_\_\_\_\_

*Position / Office*

\_\_\_\_\_

*Date*

**HISTORY OF REPAIR**  
 Republic of the Philippines  
 Department of Public Works and Highways  
 Central Equipment and Spare Parts Division  
**BUREAU OF EQUIPMENT**

MAKE AND MODEL		UNIT SERIAL NO.		ENGINE SERIAL NO.			PLATE NO.	DPUH NO.	
NISSAN SAFARI, SAV		CRLG Y60-Y06770		TD42-151055			SFT-375	H1-4356	
END-USER		DESIGNATION		OFFICE				DATE OF A.R.E.	
RESITO V. DAMD		PROJECT DIRECTOR		FCSEC-PMO				3/14/2005	
JOB ORDER NO.	DATE	INVOICE/PURCHASE ORDER		NAME OF AUTO SUPPLY/SUPPLIER	SPARE PARTS			REMARKS	
		NO.	DATE		QTY	UNIT	MATERIAL		COST
04-07-0334	7/21/2004	204-255	5/23/04	MR2 Motor Parts & Services, Inc.	4	pcs.	Disc Brake Pad, Front RH & LH.	600.00	Repaired at Private shop
					4	pcs.	Disc Brake Pad, Rear RH & LH.	600.00	
		65637	5/23/04	Mercedes Petron Service Center	1	lot	Labor	500.00	
04-08-0352	8/2/2004	1697	5/20/04	TS Car Care Center	1	lot	Freon gas	800.00	Repaired at Private shop
04-08-0374	8/9/2004	6787	7/21/04	Ramil Tires Supply	1	pc.	Wheel Tire, Tubeless 31x10.50x15	4,950.00	Supplied by End-user and mounted at Private shop
					3	pcs.	Wheel weights	60.00	
								5,010.00	
05-08-0462	8/11/2005	P-4200-0337-05	9/14/05	CASMEGA Trade	4	pc.	Wheel Tire, Tubeless 31x10.50x15	27,980.00	Supplied by Winning bidder and mounted at Private shop
05-10-0625	10/21/2005				1	assy	Clutch Disc		For Open Canvass (Under process)
					1	assy	Pressure Plate		
					1	pc.	Release Bearing		
					1	pc.	Pilot Bearing		

SMPU

PREPARED BY: \_\_\_\_\_ VERIFIED CORRECT BY: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_ NOTED BY: \_\_\_\_\_

PAULINO M. MACALINTAL  
Engineer III

ROQUITO L. CONSOLACION  
OIC- Motorpool Sector

OSCAR O. ISIDRO  
OIC- Chief, CESPD

VIRGILIO A. ARPAFO  
Bureau Director