



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

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				REQUESTED BY:	
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 style="text-align: center;"><b><u>END-USER</u></b> Designation, Office Assigned</p>	
			X-X-X-X-X-X-X-X								
			<b>HISTORY OF REPAIR</b>								
		1									
			X-X-X-X-X-X-X-X								
				<b>SUMMARY OF EXPENSES FOR MAINTENANCE &amp; REPAIR</b>						<p>CERTIFIED WORK ACCOMPLISHED:</p>     <p style="text-align: center;">_____ Chief, EMMS/AES/EMD</p>	
				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"

[illegible]



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



## 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: _____		
<div><input type="checkbox"/> Inspected, verified and found OK as to quantity and specification</div> <div><input type="checkbox"/> Other Remarks _____ _____ _____</div> <div>_____ Chief, EMMS/AES/EMD</div>					<div><input type="checkbox"/> Complete</div> <div><input type="checkbox"/> Partial</div> <div>_____ Designation <b>END USER</b></div>		
CONCURRED:  _____ Director IV/DE/RD							

## ANNEX "C2"

POST-INSPECTION AND ACCEPTANCE REPORT						Annex G-7	
						COA Cir No. 2001-4 as of 2001	
						P.-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: _____		
<div><div><input type="checkbox"/></div><div>Inspected, verified and found OK as to quantity and specification</div></div> <div><div><input type="checkbox"/></div><div>Other Remarks _____ _____ _____</div></div> <div><div>_____</div><div>Chief, EMMS/AES/EMD</div></div>					<div><div><input type="checkbox"/></div><div>Complete</div></div> <div><div><input type="checkbox"/></div><div>Partial</div></div> <div><div>_____</div><div>Designation <b>END USER</b></div></div>		
CONCURRED: <div>_____</div> <div>Director IV/DE/RD</div>							



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
Bonifacio Drive, Port Area, Manila

## Annex "D"

Name of Supplier

**Address**

Telephone No.

E-Mail Address (if any)

Note : All entries appearing on this form must be made "legibly", otherwise, this form and all information will be deemed null and void.

Please quote "legibly" your government price for the article(s) listed hereunder and indicate the brand name, specifications, and other descriptions or information necessary.

**Date of Canvass :**

[illegible]

Authorized By :

Signature

Name \_\_\_\_\_

Designation

Date \_\_\_\_\_

I hereby certify that this canvass was made by the undersigned on the date stated above and the price(s) quoted herein was the present actual estimated price at the time of canvassing.

**Canvassed By :**

Signature

Name

Designation

Date \_\_\_\_\_

I hereby certify that the price quotation(s) for the item(s) appearing herein are true and correct and that this/these is/are our current price(s).

Supplier's Authorized Representative :

Signature

Name	
------	--

7	Designation
---	-------------

Date \_\_\_\_\_

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	
	<b>For the use of one (1) unit: DPWH No., Plate No., Assigned Office.</b>								

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**



<b>WASTE MATERIAL REPORT</b> <b>Department of Public Works and Highways</b> <b>Agency _____</b>					
<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		
			<p><b>Note:</b></p> <p>Worn-out parts taken from _____,</p> <p><b>H1-XXXX/(Govt./Security Plate)</b> assigned to</p> <p>_____, Office Concerned.</p>		
<i>Returned by:</i>			<i>Received by:</i>		
			<b>JULIO B. SUNICO</b> Clerk III, SPMD-HRAS		
<i>Certified Correct:</i>			<i>Disposal Approved:</i>		
<b>ANTONIO A. PEREDA</b> Supply Officer II Property Section, SPMD-HRAS			<b>MYRNA R. DE JESUS</b> 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 &amp; 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. 2



Annex "G"

DISTRICT OFFICE: diliman

**CERTIFICATE OF REGISTRATION**  
OWNER'S COPY

CR NO. **86526595** DATE ISSUED **07.03.03**

MV FILE NO. <b>1312-261925</b>	PLATE NO. <b>SGS 437</b>	PREVIOUS PLATE NO. <b>14-4561</b>	AUTHORIZED AGENCY
CLASSIFICATION <b>govt</b>	PREVIOUS CR NO. <b>new</b>	TWC CONTROL NO. <b>OH 1030201874</b>	ORIGINAL BOT DECISION NO.
IS NUMBER	CUSTOMS CP NO.	DATE	CLASSIFICATION <input type="checkbox"/> TAX <input type="checkbox"/> EXEMPT
MAKE <b>nissan</b>	SERIES <b>frontier</b>	TYPE OF BODY <b>pick-up</b>	MOTOR NO. <b>TD27-TED4294</b>
SERIAL/CHASSIS NO. <b>CVRGUDFD22678729</b>	YR. MODEL <b>2000</b>	TOTAL PISTON DISP. (cc. disp.) <b>4</b>	GROSS WT. <b>2500</b>
SHIP WT.	FUEL (liters)	TOTAL PASS. SEATING (Pass.)	WHEEL BASE
COMPLETE OWNER'S NAME (Family Name, First Name, Middle Name) <b>Department of Public Works &amp; Highways</b>			CC NO.
COMPLETE ADDRESS (No. Street, City/Municipality, Province) <b>Bonifacio Port Area Manila</b>			DATE
ACQUIRED FROM <b>Core Automotive Resources Inc.</b>			DATE
DETAILS OF FIRST REGISTRATION AGENCY CODE NO. <b>1312-NVTR</b> OFFICIAL RECEIPT NO. <b>3768192-1</b> AMOUNT <b>2987.00</b> DATE <b>07.03.03</b>			
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, alteration or falsification hereon will invalidate this document.			
COMPUTER		OWNER'S SIGNATURE	
<b>ad rivera</b> (Print Name & Sign)		<b>[Signature]</b> DISTRICT HEAD (Print Name & Sign)	

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

000-000-000-000

PAYMENT DETAILS		BREAKDOWN OF PAYMENT	
REGISTRATION FEE	1,000.00	REGISTRATION FEE	1,000.00
SALES TAX	1,162.00	SALES TAX	1,162.00
TOTAL	2,162.00	TOTAL	2,162.00
TOTAL AMOUNT PAID		TOTAL AMOUNT PAID	
THE SUM OF (in pesos)		THE SUM OF (in pesos)	
Two Thousand One Hundred Sixty Two Pesos Only		Two Thousand One Hundred Sixty Two Pesos Only	
MODE OF PAYMENT		MODE OF PAYMENT	
CASH		CASH	
DATE: 07/05/2005		DATE: 07/05/2005	
SIGNATURE		SIGNATURE	



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

Annex "H"

BOE-14314-01 Rev

**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>QR CODE</div>
<b>REMARKS:</b>  For the official use of _____			
RECEIVED BY:		ISSUED BY:	
 _____ <b>End-User</b> Designation/Position		 _____ <b>TORIBIO NOEL L. ILAO</b> OIC, Bureau Director	
DATE: _____		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	
<b>NOTE: NEWLY TURN-OVER NO RECORD ON FILE</b>								
<b>Sub-Total for C.Y. 2015</b>								

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