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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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DEPARTMENT ORDER)
NO. **63**)
Series of 2016)

SUBJECT: Standardization of Land-Based Equipment Management Procedures and Delegation of Responsibilities in the Field Offices

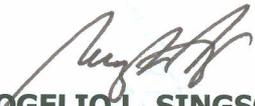
In the interest of the service and in order to ensure the highest efficiency and effectiveness of operations of land-based equipment, and in line with the nationwide ISO 9001:2008 certification in the DPWH, the standard procedures and delegation of responsibilities in the Regional Office (RO) and District Engineering Offices (DEO) is hereby issued for implementation.

The *Process and Responsibility Matrix (Annex "A")* covers major equipment management activities for operation and maintenance planning, directing and monitoring.

The responsibility for mechanical engineering and other technical matters related to the management of equipment shall be strictly exercised by the RO's Equipment Management Division (EMD) and its strategically located Area Equipment Sections (AES), with the assistance of the DEO thru its Equipment Services Unit (ESU), for economical sharing of resources and prompt response to operation and maintenance needs of the End Users.

The End User is hereby defined as the accountable person to whom the vehicle or equipment is assigned thru an Acknowledgement Receipt for Equipment (ARE), and limited only down to the level of the Section Chief. The End User shall be primary responsible in the upkeep of equipment thru routine maintenance and scheduled preventive maintenance.

This Order shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



WIN6T01354

STANDARDIZATION OF LAND-BASED EQUIPMENT MANAGEMENT PROCEDURES AND DELEGATION OF RESPONSIBILITIES IN THE FIELD OFFICES

The Equipment Management System of the Department maintains a capable and adequate fleet of land-based equipment in support to highway maintenance services and disaster response. Keeping physical assets in or restoring them to serviceable condition ensures continuing capability with respect to service provision, safety and reliability.

This Guidelines covers the streamlined procedures to minimize downtime incurred during repair and maintenance of equipment—thus, increasing asset availability—by defining delegation of responsibilities and resource-sharing of Regional Office (RO) and its District Engineering Offices (DEO's).

I. Definition of Terms

1. **Accounting Office.** It refers to the Accounting Division, Financial Management Service (FMS) in the Central Office; Accounting Section in the RO; and, Financial Management Section in the DEO.
2. **Accountable Office.** It refers to the RO or the DEO where the equipment is booked-up.
3. **Corrective Maintenance (CM).** It is a type of maintenance performed to identify, isolate, and rectify a fault so that the equipment and motor vehicles can be restored to good operational condition.
 - 3.1. **Emergency Maintenance (EM).** It is a repair which is carried out after failure detection and is aimed at restoring immediately the equipment or motor vehicle to a condition in which it can perform its intended function.
 - 3.2. **Capital Project (CP).** It is a mode of corrective maintenance wherein the estimated cost is in excess of the amount prescribed for Emergency Maintenance, and subject to alternative method of procurement.
 - 3.3. **Express Maintenance (XM).** Maintenance activity which the duration to complete is not more than 2 hours and does not require procurement and replacement of parts.

4. **Equipment Services Unit (ESU).** The equipment arm of the DEO's Maintenance Section. Per Approved Position Chart under Rationalization Plan, the ESU is composed of an Engineer, a Mechanic (for First Class DEO's only), and Heavy Equipment Operators (1st Class DEO: 4; 2nd and 3rd Class DEO: 3).
5. **Equipment Management Division (EMD).** As the equipment arm of the RO, it manages the RO fleet and monitors the life-cycle management performance of the equipment fleet of DEO's.
 - 5.1. **Equipment Operation Section (EOS).** It undertakes maintenance of land-based equipment of the RO and augments equipment and manpower DEO's in times of calamities and emergency situations, and monitors, inspects and supervises implementation of repair works undertaken by private contractor/repair shop.
 - 5.2. **Equipment Custody and Control Section (ECCS).** Oversees the life-cycle management of equipment allocated in the Region, from delivery up to disposal. It monitors the performance of the equipment fleet of DEO's, maintains and updates records of Equipment Inventory in the Region in coordination with the Accounting Office, and assists the Supply and Property Management Office during LTO registration and insurance of equipment.
 - 5.3. **Area Equipment Section (AES).** As the strategically located equipment servicing office of the Regional Office's Equipment Management Division, it is responsible for the Preventive Maintenance and DPWH in-house Corrective Maintenance and rehabilitation of equipment used by various DEO's, conducts field equipment inspection, and maintains an equipment pool for regular and immediate use (Quick Response). It also assists in the maintenance of various dredging equipment assigned in its Area.
 - 5.4. **Marine Equipment Section (MES).** It undertakes river dredging operation based on approved plans, and manages maintenance planning, scheduling and performance of dredging equipment assigned in the Cluster (Luzon, Visayas and Mindanao).
6. **Equipment Availability (EA).** It refers to the operational availability where a proportion of time during a mission or time period that the equipment is available for use, and includes all experienced sources of downtime, such as administrative downtime, logistic downtime, etc. It is the probability that an equipment will operate

satisfactorily at a given point in time when used in an actual or realistic operating and support environment. This is what the end user actually experiences.

7. **Equipment Utilization (EU).** It is the extent of use of particular item of plant, vehicle or equipment. The measurement of utilization is taken over a calendar year. This is a key measurement for the Department's fleet performance and deriving the Return on Investment (ROI).
8. **Equipment Reliability (ER).** It is the ability of an item or equipment to perform a required function under stated conditions for a specified period of time.
9. **Equipment Demand Management (EDM).** It refers to the strategic approach in the management of demand for equipment, motor vehicles and other equipment support services from various Department end users, which may lead to either acquisition or leasing.
10. **Head of Office.** Refers to the highest ranking official in the office, i.e. Bureau Director, Service Director, Regional Director, Cluster Director, District Engineer.
11. **Highway Maintenance Equipment (HME).** It refers to equipment required to perform highway maintenance activities including quick response operations during calamities and emergency situations. The HME is classified into Basic HME (BHME), Specialized Equipment (SE) and Miscellaneous Equipment (ME). The HME fleet shall include those equipment classes listed in ISO 22242:2005 or the "Road Construction and Road Maintenance Machinery and Equipment -- Basic Types -- Identification And Description."
 - 11.1. **BHME.** Refers to the HME essential to the execution of the mandated and programmed maintenance activities of the DEO. The BHME is classified into Major BHME and Minor BHME.
 - 11.2. **SE.** Refers to the HME with seasonal utilization and thus, pooled at the Regional Office's Base and Area Shops, whichever is applicable, and shall be assigned to District Engineering Offices (DEOs) on a shared-use basis.
 - 11.3. **Quick Response Equipment (QRE).** Refers to the HME tagged with the primary purpose of responding to calamities and emergency situations. Refers to the HME tagged with the primary purpose of restoring to normal traffic flow

and safely passable affected national roads, i.e., primary, secondary and tertiary roads, after calamities and emergency situations. These are the pre-positioned HME (based on natural and man-induced risk mapping), ensured to be available at any given time and reliable, and deployed immediately by the ROs and DEOs to the affected location/s.

12. **Maintenance.** Ensures that the DPWH equipment fleet continues to perform their intended purpose/function by keeping them in good condition or restoring them to serviceable condition.
13. **Preventive Maintenance (PM).** It 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.
14. **PM Program.** The PM Program is the consolidation of the approved Program of Work (POW) for PM activities (in consistency with the Updated Annual Procurement Plan) and PM Schedule (implemented periodically, based on meters or running hours) of the DEO or RO Equipment Fleet. This Annual PM Program shall be submitted by each DEO to their concerned RO, Attention: Chief, Equipment Management Division, for review and approval, every 15th of November for use in the succeeding Calendar Year.
 - 14.1. **PM Plan.** It provides equipment maintainers and staff with job scopes, job steps, craft, materials, tools and work hour estimates to allow them better to assign daily preventive maintenance activity.
 - 14.2. **PM Schedule.** It is the execution of the PM Plan, including the commitment of required resources, over a specified date.
15. **Supply & Property Management (SPM) Office.** It refers to the Supply and Property Management Division, Human Resource and Administrative Services (HRAS) in the Central Office or Supply and Property Management Section in the Regional Offices and Administrative Section in the District Engineering Offices.
16. **Work Order.** Formerly known as "Job Order". It is a maintenance management tool that acts as a single place where you can access all present and historical maintenance information relevant to a specific work. The work order is the financial and operational control mechanism for all shop activities performed in-house or outsourced.

16.1. Post-Inspection for Outside Repair. It is a type of Work Order released by the AES or EOS to inspect and verify the completeness and quality of Corrective Maintenance outsourced by the End User to a private shop with known qualification.

17. Work Request. Formerly known as "Job Request" in the Central Office and as "Pre-Repair Inspection Report" in the Field Offices. This documents the end-to-end assessment of the fault/failure in the equipment: as experienced and reported by the End User, inspected and evaluated by the AES concerned, and approved by the End User's Head of Office of the scope of the work to be performed to correct the fault.

18. Work Plan (Job Plan). This contains the detailed description of the work tasks (operations), labor, materials, and tools to be used to perform a particular type of maintenance job.

II. Specific Guidelines

1. The ESU shall serve as a unit in the DEO supporting the AES in the life cycle management of the assigned fleet and for effective and efficient sharing of knowledge, skills and resources.
2. The preparation of the Accountable Office's PM Program shall be based on sound planning and scheduling of available resources required to execute a specific maintenance activity.
 - 2.1. It must take into consideration the rate of utilization and availability of each unit, analysis of historical repair data, original equipment manufacturer (OEM) prescribed maintenance procedures and minimum time intervals and established reliability program.
 - 2.2. The PM Program must be updated on a quarterly basis and submitted to the EMD-RO and BOE for monitoring.
3. Preventive Maintenance does not require a Work Request as this activity is already included in the approved PM Program and has been pre-approved by the Regional Directors.

- 3.1. Performance of PM 1 is hereby delegated to the End User while PM's 2 to 4 shall be religiously performed by the AES.
- 3.2. All PM stage activities must be listed down in the *Job Description* section of the Work Order to serve as a checklist. This must be based on the Manufacturer's Maintenance Manual or existing DPWH guidelines.
- 3.3. All End Users are hereby instructed to secure a copy of the *Routine Maintenance for Service Vehicles and Most Commonly Used Equipment Manual* from the internet/intranet per D.O. No. 11, Series of 2016.
- 3.4. The AES is responsible for the quality assurance of the performed PM (PM 1 to PM 4).
4. A History of Repair Database must be maintained by the Equipment Operation Section – EMD (for RO) and ESU (for DEO), and must be consistent with the New Government Accounting System (NGAS) records of the Accounting Office.
5. Procurement of parts and supplies and materials for the performance of maintenance in the AES Shop (or qualified private repair shop) is only allowed after the Work Request is fully accomplished and the work scope is approved by the Head of Office.
 - 5.1. In the RO, EMD Chief shall affix his/her signature to the Regional Director's to recommend approval of the job scope listed (Section C) in the Work Request's Pre-Repair Inspection Report (Section B).
6. No Work shall be performed within the facilities of the RO, AES or DEO without an approved Work Order.
7. Based on the logistics and distance of the nearest Area Shop to the DEO or equipment work site, processing and performance of Corrective Maintenance Work Order is hereby classified, to wit:
 - Case I.* DEO is within or less than 100 kilometers from the Area Shop Compound (inland and accessible by ordinary land travel).
 - Case II.* DEO is more than 100 kilometers from the Area Shop Compound (inland and accessible geographically by ordinary land travel).

Case III. DEO is less than 100 kilometers from the Area Shop Compound (inland but not accessible geographically by ordinary land travel).

Case IV. DEO is in an island with no Area Shop.

Case V. Site of equipment breakdown is within or less than 100 kilometers from the Area Shop Compound (inland and accessible by ordinary land travel), but the nature of work is Express Maintenance and the ESU has enough skills to perform it.

8. The guidelines on conduct of minor corrective maintenance, its scope and reimbursement of expenses for emergency purchases are covered by D.O. No. 123, Series of 2015.
9. Per, D.O. No. 30, Series of 2015, Purchase Requests (PR) for equipment parts and accessories shall be coursed thru the EMD or its AES for review and recommendation of approval to the Head of Office.
 - 9.1. The EOS/AES shall assist the End User in the determination of Technical Specification of the parts and materials, and Terms and Conditions of the Request for Quotation based on the approved Work Request or Work Order for right quality and timely delivery of parts and supplies and materials.
10. All maintenance activities done in the RO, AES and DEO facilities or private shops must be *Certified Accomplished* by the AES/EOS after complete quality assurance and equipment performance testing is performed.
 - 10.1. The AES shall inspect all PM performed in the DEO by the mechanic, operator or driver at least once a month.

III. Work Order Status

To determine the stage and progress of maintenance execution, Equipment Work Order Status shall be coded and classified to the following:

- WAPPR—Waiting for approval. This status is the initial status of a WO before plant management has authorized the work request.
- APPR—Approved. Management has authorized the work request and it is ready for planning.

- WSCH—Waiting to be scheduled. The work order has been planned (if planning was necessary) and it is ready to be scheduled for work.
- HOLD-MATL—Waiting for material or tools. Materials or tools are unavailable to either start or continue work.
- HOLD-OTHER—Waiting for other reason than materials or tools. Work is waiting on engineering or management decision to either start or continue work.
- SCHED—Scheduled. Work has been included on the weekly schedule.
- ASSGN—Assigned. Work has been assigned or included on the next day's schedule.
- INPRG—In-progress. Work has already begun.
- COMP—Completed. Work has been completed, but the finished work and documentation have not yet been reviewed or analyzed. WO has not yet been closed
- COMP-DWGS—Completed, waiting on drawings. Work has been completed, but required drawings have not yet been revised—this applies to equipment modification works. WO has not yet been closed.
- COMP-OTHER—Completed, waiting on other. Work has been completed, but some specific requirement has not yet been submitted. WO has not yet been closed.
- CLOSE—Closed. All work and documentation have been completed satisfactorily. WO is closed.
- CAN—Canceled. This WO is not considered necessary. WO's may be canceled for a variety of reasons such as the WO may be a duplicate of another WO, the need for this work no longer exists, or management has decided not to approve the work order for economic, budget, or other reasons.

IV. Work Request and Order Control Coding

Coding: WW-RRR-SSS-YY-MM-NNN

(Work Request or Work Order)-(Region)-(Shop Facility: DEO or AES)-(Year)-(Maintenance Type)-(Sequence No.)

Maintenance Code:

Preventive Maintenance Stage 1	PM1
Preventive Maintenance Stage 2	PM2
Preventive Maintenance Stage 3	PM3
Preventive Maintenance Stage 4	PM4
Corrective Maintenance	CM
Express Maintenance	XM
Capital Project	CP
Post-Inspection for Outside Repairs	PI

Location Code:

This identifies the Accountable Office which releases the Work Request/Work Order—the RO's EMD and its Base/Area Shops or the DEO. This shall be consistent with the coding used in the preparation of the Equipment Status, Preventive Maintenance and Utilization Report (ESPMUR).

B0 – EOS/Base Shop

A1 – AES 1

A2 – AES 2

AA – DEO 1

BB – DEO 2

CC – DEO 3

Example:

Work Order

R01-B0-16-CP-054

CAR-A3-16-CM-012

R12-DD-16-PM1-02

Work Request

NCR-B0-043

(Note: Type of maintenance shall be determined only after inspection and root cause analysis. No need to indicate in the code the Maintenance Type.)

**REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION
OF RESPONSIBILITIES**

ANNEXES

PROCESS AND RESPONSIBILITY MATRIX

District Engineering Office – Area Equipment Section..... ANNEX "A.1"
Regional Office – Equipment Management Division..... ANNEX "A.2"

STANDARD FORMS

District Engineering Office – Area Equipment Section

WORK REQUEST (PRE-REPAIR INSPECTION REPORT).....ANNEX "B"
WORK ORDER (Preventive Maintenance 1).....ANNEX "C"
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POST INSPECTION FOR OUTSIDE REPAIR.....ANNEX "G"
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Regional Office – Equipment Management Division

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REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.1"

PROCESS AND RESPONSIBILITY MATRIX

Activity	District Engineering Office					Regional Office				
	Mechanic/ Operator/ Driver	Administrative Section/ Financial Management Section	ESU Engineer	Section Chief Concerned	DE	AES Staff & Technicians	AES Equipment Inspector	AES Chief	EMD Chief	RD
A. QUARTERLY PREVENTIVE MAINTENANCE PLAN AND SCHEDULE										
1. Preventive Maintenance Program of Work (POW) of DEO Equipment and Motor Vehicle Fleet*										
1.a Preparation			1) Prepare DEO PM Program of Work at least 30 Days prior to the Succeeding Quarter					2) Check Technical Specifications and Quantity		
1.b Approval				3) Verify and Recommend For Approval (Maintenance Section and Administrative Section Chiefs)	4) Approve DEO PM Program of Work & Submit to RD at least 25 Days Before Succeeding Quarter					
2. PM Schedule										
2.a Preparation			1.b) Coordinate with the AES as to schedule of HME and other equipment of the DEO					1.a) Prepare Schedule as Part of the DEO PM Program at least 30 Days prior to the Succeeding Quarter		
2.b Approval				3) Recommend For Approval (Maintenance Section and Administrative Section Chiefs)	4) Approve as Part of the DEO PM Program & Submit to RD at least 25 Days Before Succeeding Quarter			2) Verify as availability of shop resources and schedule		
3. PM Program (PM Plan and Schedule)										
3.a Preparation			1) Consolidate approved PM POW and Schedule as Part of the DEO PM Program at least 20 Days prior to the Succeeding Quarter		2) Submit DEO PM Program to RD at least 15 Days Before Succeeding Quarter				4.a) Evaluate and Finalize PM Program, if any issue, inform concerned AES Engineer in 2 Working Days upon receipt of Program	

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.1"

PROCESS AND RESPONSIBILITY MATRIX

Activity	District Engineering Office					Regional Office				
	Mechanic/ Operator/ Driver	Administrative Section/ Financial Management Section	ESU Engineer	Section Chief Concerned	DE	AES Staff & Technicians	AES Equipment Inspector	AES Chief	EMD Chief	RD
3.b Approval									4.b) Verify and Recommend for Approval	5) Approve Consolidated Regional PM Program at most 7 Working Days Before the Succeeding Quarter and Submit to BOE for Nationwide Consolidation
3.c Control			<i>Compile and Monitor End-User PM Plan and Schedule Compliance</i>	<i>Ensure PM not in conflict with the Annual Maintenance Work Program (AMWP)</i>	<i>Implement PM Plan and Schedule, and Ensure all End-User Compliance</i>			<i>Notify of any Issue on the submitted PM Program within 3 Working Days prior to the Approval by the RD</i>	<i>Send Approved PM Schedule and Plan to DEO's</i>	<i>Monitor Regional PM Program Compliance</i>
B. WORK REQUEST (Pre-Repair Inspection Report and Parts Listing)										
1. Preparation		<i>Provide Work Request Form</i>	<i>Assist in initial assessment of the observed problem or fault</i>	1) Prepare	2) Check and Approve Request					
2. Inspection						3) Inspect; List Parts needed	4) Prepare Report	5) Check		
3. Evaluate Scope and Approve Work				6) Check and Recommend	7) Approve and Release copy of approved Work Request to AES Engineer					
4. Control								<i>Consolidate Work Request as Reference to History of Repair and Submission to EMD</i>	<i>Analyze as Part of the Updated Regional Quarterly History of Repair History</i>	<i>Notify DEO for any unusual failure pattern and repair approach taken based on Work Request</i>
C. HISTORY OF REPAIR										
1. Preparation			1) Prepare and Analyze Failure Pattern (HME and Non-HME)							
2. Approval				2) Check and Recommend Release	3) Submit for AES Verification			4) Verify and Recommend Maintenance Approach to Correct Failure		

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.1"

PROCESS AND RESPONSIBILITY MATRIX

Activity	District Engineering Office					Regional Office				
	Mechanic/ Operator/ Driver	Administrative Section/ Financial Management Section	ESU Engineer	Section Chief Concerned	DE	AES Staff & Technicians	AES Equipment Inspector	AES Chief	EMD Chief	RD
3. Control		Update	Update					Consolidate and Update AES covered DEOs, and submit to EMD for Regional Office Consolidation	Further Analyze and Prepare Quarterly Report Consolidated Regional History Repair for Submission to BOE as part of the ESPMUR	Approve Release of Updated Regional Quarterly Consolidated History of Repair
D. WORK ORDER										
1. PM1*										
1.a Preparation			1) Prepare				Assign Work Order Control No. to ESU			
1.b Approval				2) Recommend	3) Approve					
1.c Inspection/Performance	4) Perform						5) Inspect and Certify Accomplishment	PM1 JO Furnished		
2. PM2 - PM3**										
2.a Preparation							1) Prepare			
2.b Approval			2) Recommend		3) Note			4) Approve		
2.c Inspection/Performance						5) Perform	6) Inspect and Certify Accomplishment			
2.d Control			Update PM Stage History and prepare Annual PM Accomplishment		Submit Annual PM Accomplishment to RD not later than 30 days after end of Calendar Year					
3. Corrective Maintenance (CM)										
<i>For CASE I only</i>										
3.a Preparation				2) Sign Request***			Review and Evaluate, Assign Work Order Control No. to ESU	1) Prepare		
3.b Approval			3) Recommend		4) Note			5) Approve		
3.c Inspection/Performance		Furnish AES with PO	Furnish AES with PO			6) Perform	7) Certify Accomplishment			

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.1"

PROCESS AND RESPONSIBILITY MATRIX

Activity	District Engineering Office					Regional Office				
	Mechanic/ Operator/ Driver	Administrative Section/ Financial Management Section	ESU Engineer	Section Chief Concerned	DE	AES Staff & Technicians	AES Equipment Inspector	AES Chief	EMD Chief	RD
3.d Closure/Control			Consolidate Closed Work Order Weekly and Submit same to AES, as part of ESPMUR	Note submission to AES	Approve Submission to AES		Certify Completion of Work Order	Close Job Order, and Submit Monthly Closed Work Order to EMD as part of ESPMUR	Consolidate and Update AES' Closed Work Order and Conduct Further Analysis, as Part of Analysis (Maintenance Procedure, Cost and Timeliness)	Approve Submission of Consolidated DEO ESPMUR to BOE
For CASES II, III, IV & V										
3.a Preparation			1) Prepare and Review, and Assign Work Order Control No.	2) Sign Request***			Assign JO Control No. Sequence No.			
3.b Approval				3) Recommend	4) Approve			6) Note		
3.c Inspection/Performance	5) Perform	Prepare PO	Furnish AES with PO, Coordinate with Area Engineer for Availability and Schedule of Mechanic and Inspector, and Copy of Approved Work Order			7) Inspect	8) Certify Accomplishment and Completion			
3.d Closure/Control			Close Work Order, Consolidate Weekly and Submit same to AES, as part of ESPMUR	Note submission to AES	Approve Submission to AES	Consolidate and Evaluate		Submit Monthly Closed Work Order to EMD as part of ESPMUR	Consolidate and Update AES' Closed Work Order and Conduct Further Analysis, as Part of ESPMUR (Maintenance Procedure, Cost and Timeliness)	Approve Submission of Consolidated DEO ESPMUR to BOE
4. Capital Project (CP)										
4.a Preparation				2) Sign Request***			1) Prepare			
4.b Approval			4) Recommend		5) Note			6) Approve		
4.c Inspection/Performance		Furnish AES with PO	Furnish AES with PO			7) Perform (In-house) or Monitor & Validate (Outsourced)	8) Inspect	9) Certify Accomplishment		

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.1"

PROCESS AND RESPONSIBILITY MATRIX

Activity	District Engineering Office					Regional Office				
	Mechanic/ Operator/ Driver	Administrative Section/ Financial Management Section	ESU Engineer	Section Chief Concerned	DE	AES Staff & Technicians	AES Equipment Inspector	AES Chief	EMD Chief	RD
4.d Closure			Close Work Order, Consolidate Weekly and Submit same to AES, as part of ESPMUR	Note submission to AES	Approve Submission to AES	Consolidate and Evaluate		Submit Monthly Closed Work Order to EMD as part of ESPMUR	Consolidate and Update AES' Closed Work Order and Conduct Further Analysis, as Part of ESPMUR (Maintenance Procedure, Cost and Timeliness)	Approve Submission of Consolidated DEO ESPMUR to BOE
E. POST INSPECTION FOR OUTSIDE REPAIR (PI) (DO 123, S-2015)										
1. Preparation	2) Acknowledge Outside Repair		1) Prepare and Check requirements	3) Sign Request		Review documents				
2. Approval					4) Note					
3. Inspection/Performance							5) Inspect	6) Note		
4. Closure			Close Post Inspection for Outsider Repair, Consolidate Weekly and Submit same to AES, as part of ESPMUR	Note submission to AES	Approve Submission to AES	Consolidate and Evaluate		Submit Monthly Closed Work Order to EMD as part of ESPMUR	Consolidate and Update AES' Closed Work Order and Conduct Further Analysis, as Part of ESPMUR (Maintenance Procedure, Cost and Timeliness)	Approve Submission of Consolidated DEO ESPMUR to BOE
F. PURCHASE REQUEST for Parts & Accessories (DO 30, S-2015)										
1. Preparation		Furnish AES with PO	Assist End User in Preparation of Technical Specifications	1) Sign PR						
2. Approval					3) Approve			2) Recommend/ Initial		
G. INSPECTION AND ACCEPTANCE REPORT										
1. Preparation		1) Prepare								
2. Inspection			2.a) Inspect (PM1 consumables)	3.a) Note			2.a) Inspect (for PM2-4, CM, CP)	3.b) Note (for PM2-4, CM, CP)		
3. Acceptance		4) Accept								
H. FUEL & LUBRICANTS REQUISITION & ISSUANCE SLIP (RIS)										
1. Preparation	1) Prepare	Check								
2. Approval		4) Issue		2) Request	3) Approve					

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.1"

PROCESS AND RESPONSIBILITY MATRIX

Activity	District Engineering Office					Regional Office				
	Mechanic/ Operator/ Driver	Administrative Section/ Financial Management Section	ESU Engineer	Section Chief Concerned	DE	AES Staff & Technicians	AES Equipment Inspector	AES Chief	EMD Chief	RD
3. Reporting	<i>Submit Highway Maintenance Activity Forms to ESU</i>		<i>Consolidate Equipment Logbook Tearsheets ad other Records</i>		<i>Submit Logbook Tearsheets and Admin Records to AES</i>	<i>Receive, consolidate and record</i>		<i>Verify Admin Records against Equipment Logbook and Maintenance Records</i>		
I. DRIVER/OPERATOR'S TRIP TICKET										
1. Preparation	1) Prepare	<i>Check</i>								
2. Approval				2) Request	3) Approve					
3. Reporting	<i>Submit Highway Maintenance Activity Forms to ESU</i>		<i>Consolidate Equipment Logbook Tearsheets ad other Records</i>		<i>Submit Logook Tearsheets and Admin Records to AES</i>	<i>Receive and record</i>		<i>Verify Admin Records against Equipment Logbookand Maintenance Records</i>		
J. ESPMUR and EDAUR PREPARATION AND SUBMISSION										
1. Preparation		<i>Consolidate & Submit to ESU // Supply and Property records pertaining to equipment</i>	1) Prepare ESPMUR/ EDAUR; Forward Supply and Property records to AES	2) Check ESPMUR/ EDAUR (Maintenance Section Chief)	3) Approve & Submit ESPMUR/ EDAUR and to RO Atten: EMD; Copy Furnish AES					
2. Regional Verification								4.a) Verify furnished ESPMUR against Maintenance Records: JO, PI, IAR, etc	4.b) Prepare Consolidation of DEO ESPMUR's	
3. Submission								<i>Send Validation result to EMD Chief</i>	<i>Email advance copy of validated Reports to BOE</i>	5) Review EMD Analysis and Submit Reports to BOE

Activities in ITALICS are "background activities" and are not reflected in the official documents

*POW shall be consistent with the Project Procurement Management Plan (PPMP) and Annual Procurement Program (APP) of the DEO

**Work Request not required

***Refers to Work Request Process

HME - Highway Maintenance Equipment

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.2"

PROCESS AND RESPONSIBILITY MATRIX

Activity	End Users		Equipment Management Division						Administrative Division/ Financial Management Division	Regional Director
	End User/ Driver	Division Chief Concerned	EOS Staff & Technicians	EOS Equipment Inspector	Engineer II	ECCS Chief	EOS Chief	EMD Chief		
A. QUARTERLY PREVENTIVE MAINTENANCE PLAN AND SCHEDULE										
1. Preventive Maintenance Program of Work (POW) of DEO Equipment and Motor Vehicle Fleet*										
1.a Preparation					1) Prepare RO PM Program of Work at least 30 Days prior to the Succeeding Quarter		2) Check Technical Specifications and Quantity			
1.b Approval								3) Verify and Recommend For Approval		4) Approve RO PM Program of Work
2. PM Schedule										
2.a Preparation					1) Prepare Schedule as Part of the RO PM Program at least 30 Days prior to the Succeeding Quarter					
2.b Approval							2) Verify as availability of shop resources and schedule	3) Recommend For Approval		4) Approve as Part of the RO PM Program
3. PM Program (PM Plan and Schedule)										
3.a Preparation					1) Consolidate approved PM POW and Schedule as Part of the RO PM Program at least 20 Days prior to the Succeeding Quarter			2a) Evaluate and Finalize PM Program, if any issue, inform concerned AES Engineer in 2 Working Days upon receipt of Program		
3.b Approval								2.b) Verify and Recommend for Approval		3) Approve Consolidated Regional PM Program at most 7 Working Days Before the Succeeding Quarter and Submit to BOE for Nationwide Consolidation

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.2"

PROCESS AND RESPONSIBILITY MATRIX

Activity	End Users		Equipment Management Division						Administrative Division/ Financial Management Division	Regional Director
	End User/ Driver	Division Chief Concerned	EOS Staff & Technicians	EOS Equipment Inspector	Engineer II	ECCS Chief	EOS Chief	EMD Chief		
3.c Control					Compile and Monitor End-User PM Plan and Schedule Compliance		Notify of any Issue on the submitted PM Program within 3 Working Days prior to the Approval by the RD	Send Approved PM Schedule and Plan to End Users		Monitor Regional PM Program Compliance
B. WORK REQUEST (Pre-Repair Inspection Report and Parts Listing)										
1. Preparation	1) Prepare	Initial-Recommend Approval to RD	Assist in initial assessment of the observed problem or fault						Provide Work Request Form	2) Check and Approve Request
2. Inspection			Assist in initial assessment of the observed problem or fault	3) Inspect; List Parts needed	4) Prepare Report		5) Check			
3. Evaluate Scope and Approve Work	6) Check and Recommend	Initial-Recommend Approval to RD								7) Approve and Release copy of approved Work Request to EMD
4. Control							Consolidate Work Request as Reference to History of Repair and Submission to EMD	Analyze as Part of the Updated Regional Quarterly History of Repair History		
C. HISTORY OF REPAIR										
1. Preparation				1) Prepare and Analyze Failure Pattern (HME and Non-HME)						
2. Approval					2) Check & Verify and Recommend Release		3) Submit for Release Recommend Maintenance Approach to Correct Failure	4) Note		

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.2"

PROCESS AND RESPONSIBILITY MATRIX

Activity	End Users		Equipment Management Division						Administrative Division/ Financial Management Division	Regional Director
	End User/ Driver	Division Chief Concerned	EOS Staff & Technicians	EOS Equipment Inspector	Engineer II	ECCS Chief	EOS Chief	EMD Chief		
3. Control				Update			Consolidate and Update AES covered DEOs, and submit to EMD for Regional Office Consolidation	Further Analyze and Prepare Quarterly Report Consolidated Regional History Repair for Submission to BOE as part of the ESPMUR	Update	Approve Release of Updated Regional Quarterly Consolidated History of Repair
D. WORK ORDER										
1. PM1*										
1.a Preparation				1) Prepare	2) Check					
1.b Approval							3) Recommend	4) Approve		
1.c Inspection/Performance	5) Perform		Assist End User in performing	6) Certify Accomplishmen						
2. PM2 - PM4**										
2.a Preparation				1) Prepare	2) Check					
2.b Approval							3) Recommend	4) Approve		
2.c Inspection/Performance			5) Perform	6) Certify Accomplishment						
2.d Control					Update PM Stage History and prepare Annual PM Accomplishment					
3. Corrective Maintenance (CM)										
3.a Preparation	2) Sign Request***			1) Prepare	3) Check					
3.b Approval							4) Recommend	5) Approve		
3.c Inspection/Performance	Furnish AES with PO		6) Perform	7) Certify Accomplishment					Furnish EMD with PO	
3.d Closure/Control					Consolidate Closed Work Order Weekly and Submit same to AES, as part of ESPMUR		Close Job Oder, and Submit Monthly Closed Work Order to EMD as part of ESPMUR	Consolidate and Update EOS Closed Work Order and Conduct Further Analysis, as Part of Analysis (Maintenance Procedure, Cost and Timeliness)		Approve Submission of Consolidated Regional ESPMUR to BOE
4. Capital Project (CP)										

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.2"

PROCESS AND RESPONSIBILITY MATRIX

Activity	End Users		Equipment Management Division						Administrative Division/ Financial Management Division	Regional Director
	End User/ Driver	Division Chief Concerned	EOS Staff & Technicians	EOS Equipment Inspector	Engineer II	ECCS Chief	EOS Chief	EMD Chief		
4.a Preparation	2) Sign Request***			1) Prepare	3) Check					
4.b Approval							4) Recommend	5) Approve		
4.c Inspection/Performance	<i>Furnish AES with PO</i>		6) Perform	7) Certify Accomplishment					<i>Furnish EMD with PO</i>	
4.d Closure/Control					<i>Consolidate Closed Work Order Weekly and Submit same to AES, as part of ESPMUR</i>		<i>Close Job Order, and Submit Monthly Closed Work Order to EMD as part of ESPMUR</i>	<i>Consolidate and Update EOS Closed Work Order and Conduct Further Analysis, as Part of Analysis (Maintenance Procedure, Cost and Timeliness)</i>		<i>Approve Submission of Consolidated Regional ESPMUR to BOE</i>
E. POST INSPECTION FOR OUTSIDE REPAIR (PI) (DO 123, S-2015)										
1. Preparation	3) Acknowledge Outside Repair	2) Sign Request	<i>Review documents</i>	1) Prepare and Check requirements						
2. Approval								4) Approve		
3. Inspection/Performance				5) Inspect	6) Check			7) Note		
4. Closure							<i>Close Post Inspection for Outsider Repair, Consolidate Weekly and Submit same to AES, as part of ESPMUR</i>	<i>Consolidate and Update AES' Closed Work Order and Conduct Further Analysis, as Part of ESPMUR (Maintenance Procedure, Cost and Timeliness)</i>		<i>Approve Submission of Consolidated Regional ESPMUR to BOE</i>
F. PURCHASE REQUEST for Parts & Accessories (DO 30, S-2015)										
1. Preparation		1) Sign PR					<i>Assist End User in Preparation of Technical Specifications</i>			
2. Approval								2) Recommend/ Initial		3) Approve
G. INSPECTION AND ACCEPTANCE REPORT										
1. Preparation									1) Prepare	
2. Inspection				2) Inspect						
3. Acceptance									3) Accept	
H. FUEL & LUBRICANTS REQUISITION & ISSUANCE SLIP (RIS)										

REGIONAL LAND-BASED EQUIPMENT MANAGEMENT PROCESSES AND DELEGATION OF RESPONSIBILITIES

ANNEX "A.2"

PROCESS AND RESPONSIBILITY MATRIX

Activity	End Users		Equipment Management Division						Administrative Division/ Financial Management Division	Regional Director
	End User/ Driver	Division Chief Concerned	EOS Staff & Technicians	EOS Equipment Inspector	Engineer II	ECCS Chief	EOS Chief	EMD Chief		
1. Preparation	1) Prepare								Check	
2. Approval		2) Request							4) Issue	3) Approve
3. Reporting			<i>Receive, consolidate and record</i>	<i>Consolidate Equipment Logbook Tearsheets ad other Records</i>			<i>Verify Admin Records against Equipment Logbook and Maintenance Records</i>			
I. DRIVER/OPERATOR'S TRIP TICKET										
1. Preparation	1) Prepare								Check	
2. Approval		2) Request								3) Approve
3. Reporting			<i>Receive and record</i>	<i>Consolidate Equipment Logbook Tearsheets ad other Records</i>			<i>Verify Admin Records against Equipment Logbook and Maintenance Records</i>			
J. ESPMUR and EDAUR PREPARATION AND SUBMISSION										
1. Preparation					1) Prepare RO ESPMUR/ EDAUR		2.a) Verify RO ESPMUR/ EDAUR		<i>Consolidate & Submit to EMD Supply and Property records pertaining to equipment</i>	
2. Regional Verification						2.b) Prepare Consolidation of Regional ESPMUR's		3) Analyze Regional Fleet Performance and Submit Consolidated Regional ESPMUR to RD		
3. Submission								<i>Email advance copy of validated Reports to BOE</i>		4) Review EMD Analysis and Submit Reports to BOE

Activities in ITALICS are "background activities" and are not reflected in the official documents

*POW shall be consistent with the Project Procurement Management Plan (PPMP) and Annual Procurement Program (APP) of the RO

**Work Request not required

***Refers to Work Request Process

HME - Highway Maintenance Equipment

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE NO. _____
EQUIPMENT MANAGEMENT DIVISION
_____ AREA EQUIPMENT SECTION
WORK ORDER

ANNEX "C"

EQUIPMENT MAKE & MODEL/TYPE		ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	TIME / DATE IN	TIME / DATE OUT	NATURE OF WORK
							Preventive Maintenance
ASSIGNED TO:		LABOR			AUTO MECHANIC/ ELECTRICIAN/ WELDER/ SERVICEMAN ASSIGNED		PM 1
DATE OF A.R.E.							WORK ORDER NO. _____ DATE _____
DATE OF L.T.O. REGISTRATION:		HRS.	COST	NAME			
ODOMETER/HOURMETER READING:							
ITEM NO.	JOB DESCRIPTION						AS PLANNED, SCHEDULED AND APPROVED ACCORDING TO THE DEO EQUIPMENT PREVENTIVE MAINTENANCE PROGRAM
							PREPARED: _____ Engineer II, Equipment Services Unit
		PARTS / SUPPLIES / JOB					
		ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION	ESTIMATED COST	RECOMMENDING APPROVAL: _____ Chief, (Section Concerned)
							APPROVED: _____ District Engineer
							PARTS/SUPPLIES P
							OIL/ LUBE P
							LABOR P
							TOTAL P
					<i>Total</i>		CERTIFIED JOB ACCOMPLISHED:
							_____ Automotive Equipment Inspector II
							REMARKS:
	ACKNOWLEDGED:	SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR				C.Y. 2011 - P	
						C.Y. 2012 - P	
						C.Y. 2013 - P	
						C.Y. 2014 - P	
						C.Y. 2015 - P	
						C.Y. 2016 - P	
	Operator/Driver						

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE NO. _____
EQUIPMENT MANAGEMENT DIVISION
_____ AREA EQUIPMENT SECTION
WORK ORDER

ANNEX "E.1"

EQUIPMENT MAKE & MODEL/TYPE		ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	TIME / DATE IN	TIME / DATE OUT	NATURE OF WORK	
							Corrective Maintenance	
ASSIGNED TO:		LABOR			AUTO MECHANIC/ ELECTRICIAN/ WELDER/ SERVICEMAN ASSIGNED		PRE-INSPECTION	
DATE OF A.R.E.							WORK ORDER NO.	DATE
DATE OF L.T.O. REGISTRATION:		HRS.	COST	NAME				
ODOMETER/HOURMETER READING:							WORK REQUEST NO.	
ITEM NO.	JOB DESCRIPTION						REQUESTED:	

							(End User)	
							NOTED BY:	
		PARTS / SUPPLIES / JOB					_____	
		ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION	ESTIMATED COST	District Engineer	
							RECOMMENDING APPROVAL:	

	HISTORY OF REPAIR						Engineer II, Equipment Services Unit	
							APPROVED:	

							Chief, Area Equipment Section	
							PARTS/SUPPLIES P	
							OIL/ LUBE P	
							LABOR P	
					<i>Total</i>		TOTAL P	
PREPARED:							CERTIFIED JOB ACCOMPLISHED:	
	Automotive Equipment Inspector II	SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR					C.Y. 2011 -	P
							C.Y. 2012 -	P
							C.Y. 2013 -	P
							C.Y. 2014 -	P
							C.Y. 2015 -	P
ACKNOWLEDGED:							Automotive Equipment Inspector II	
							REMARKS:	

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE NO. ____
EQUIPMENT MANAGEMENT DIVISION
____ AREA EQUIPMENT SECTION
WORK ORDER

ANNEX "F"

EQUIPMENT MAKE & MODEL/TYPE		ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	TIME / DATE IN	TIME / DATE OUT	NATURE OF WORK				
							Capital Project				
ASSIGNED TO:		LABOR			AUTO MECHANIC/ ELECTRICIAN/ WELDER/ SERVICEMAN ASSIGNED		PRE-INSPECTION				
DATE OF A.R.E.							WORK ORDER NO.		DATE		
DATE OF L.T.O. REGISTRATION:		HRS.	COST	NAME							
ODOMETER/HOURMETER READING:				NCR-AA-16-02-CP-001				12/29/16			
ITEM NO.	JOB DESCRIPTION	WORK REQUEST NO.									
		REQUESTED:									
		_____ (End User)									
		NOTED BY:									
		_____ District Engineer									
		RECOMMENDING APPROVAL:									
		_____ Engineer II, Equipment Services Unit									
		APPROVED:									
		_____ Chief, Area Equipment Section									
		PARTS/SUPPLIES		P							
		OIL/ LUBE									
		LABOR									
		<i>Total</i>									
		TOTAL									
PREPARED:		CERTIFIED JOB ACCOMPLISHED:									
		SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR									
								C.Y. 2011 -		P	
								C.Y. 2012 -		P	
								C.Y. 2013 -		P	
								C.Y. 2014 -		P	
		C.Y. 2015 -		P							
		REMARKS:									
		_____ Chief, Area Equipment Section									
		ACKNOWLEDGED:									
		_____ Automotive Equipment Inspector II									

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE NO. _____
EQUIPMENT MANAGEMENT DIVISION
_____ AREA EQUIPMENT SECTION
POST INSPECTION FOR OUTSIDE REPAIR

ANNEX "G"

EQUIPMENT MAKE & MODEL/TYPE				ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	TIME / DATE IN	TIME / DATE OUT	NATURE OF WORK	
									Post Inspection of Outsourced Maintenance Work	
ASSIGNED TO:				NAME & ADDRESS OF REPAIR SHOP/STORE					POST INSPECTION REPORT NO.	DATE
DATE OF A.R.E.										
DATE OF L.T.O. REGISTRATION:										
ODOMETER/HOURMETER READING:										
ITEM NO.	QTY.	UNIT	PARTS/SUPPLIES/JOB	INVOICE/O.R. NO.	DATE	UNIT COST	TOTAL COST	WORK REQUEST NO. (if applicable) REQUESTED: _____ (End User) NOTED: _____ (Head of Office) INSPECTED: _____ Automotive Equipment Inspector II NOTED: _____ Area Equipment Engineer		
PREPARED: _____ Engineer II, Equipment Services Unit				SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR				ACKNOWLEDGEMENT I hereby acknowledge that the components/parts/supplies was installed in the unit. _____ Driver/Operator REMARKS:		
				C.Y. 2011 - P						
				C.Y. 2012 - P						
				C.Y. 2013 - P						
				C.Y. 2014 - P						
				C.Y. 2015 - P						



Regional Office No. _____
Equipment Management Division
Equipment Operation Section

ANNEX "I"

Work Request Form (Pre-Repair Inspection Report)

A. This Section is To be Accomplished by the End User. All items in this section must be completely filled-up.

Date Prepared: _____ **Time:** _____
End-User Name: _____
DPWH Property No.: _____ **Plate No.:** _____
Acknowledgement Receipt of Equipment (ARE) No./Date: _____ **Date of LTO Registration:** _____
Location: _____
Date the Observed Problem Occurred: _____ **No. of Day(s) Problem has been Recurring:** _____
Please Provide a Brief Description of the Observed Problem or Fault: **Odometer/ Hourmeter Reading:** _____
Prepared by: _____ **Reviewed and Released By:** _____
 _____ (Signature over Printed Name) End User _____ (Signature over Printed Name) Regional Director

B. This Section is To be Accomplished by the EOS Personnel.

Work Request Control No.: _____ **Date Received:** _____
Priority
 Urgent within 8 hours Priority within 3 days Normal within 5 days Low within 8 days Other specific time: _____
Please note: Urgent is Classified as High Risk in terms of Occupational Health & Safety or Security issue only.
Nature of Work:
 Preventive Maintenance Corrective Maintenance
 Emergency Maintenance Capital Project
 Other
Findings & Diagnosed Problem/ Fault Description: **Odometer/ Hourmeter Reading:** _____

Item No.	Task	Estimated Duration to Complete (Hours)	Material Requirements and Cost Estimate				Total Cost
			Component/ Parts/Supplies/Materials	Quantity	Unit of Measure	Unit Cost	
Total							

(Please use extra sheet if there are still more items.)

Date Inspection Completed: _____ **Date Prepared:** _____
Inspected by: _____ **Prepared By:** _____ **Checked By:** _____
 _____ (Signature Over Printed Name) _____ (Signature Over Printed Name) Engineer II _____ (Signature Over Printed Name) Chief, Equipment Operation Section

C. This Section is To be Accomplished by the End User after completion of Section B. All items in this section must be completely filled-up.

In signing this section, I, the End-User, have already reviewed and evaluated the findings, job scope and cost estimate reflected in Section B, AND:
 WOULD LIKE TO CANCEL THIS WORK REQUEST.
 AGREE, BUT WITH MODIFICATION ON THE JOB SCOPE/COST ESTIMATE. PLEASE SEE MY NOTE AND PROPOSED CHANGE(S). PLEASE PREPARE JOB ORDER AND THE MODIFICATION REFLECTED THEREIN.
 AGREE TOTALLY WITH THE JOB SCOPE AND COST, PLEASE PREPARE THE WORK ORDER.
 In agreeing to the Job Scope, please note that once the Work Order has been approved, this cannot be cancelled unless on valid reason (e.g. asset dropped from account, accident, sub-ARE to another personnel, funds not available for more than 30 days, etc.)
Reviewed and Approved by:
 _____ (Signature Over Printed Name) End User _____ (Signature Over Printed Name) Regional Director _____ Date

**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE NO. ____
EQUIPMENT MANAGEMENT DIVISION
EQUIPMENT OPERATION SECTION
*WORK ORDER***

ANNEX "K"

EQUIPMENT MAKE & MODEL/TYPE		ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	TIME / DATE IN	TIME / DATE OUT	NATURE OF WORK
							Preventive Maintenance
ASSIGNED TO:		LABOR			AUTO MECHANIC/ ELECTRICIAN/ WELDER/ SERVICEMAN ASSIGNED		PM 3
DATE OF A.R.E.							WORK ORDER NO.
DATE OF L.T.O. REGISTRATION:		HRS.	COST	NAME			
ODOMETER/HOURMETER READING:							
ITEM NO.	JOB DESCRIPTION						AS PLANNED, SCHEDULED AND APPROVED ACCORDING TO THE REGIONAL OFFICE EQUIPMENT PREVENTIVE MAINTENANCE PROGRAM
		PARTS / SUPPLIES / JOB					
		ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION	ESTIMATED COST	CHECKED: _____ Engineer II
HISTORY OF REPAIR							RECOMMENDING APPROVAL: _____ Chief, Equipment Operation Section
							APPROVED: _____ Chief, Equipment Management Division
							PARTS/SUPPLIES P
							OIL/ LUBE P
							LABOR P
							TOTAL P
PREPARED:						<i>Total</i>	CERTIFIED JOB ACCOMPLISHED: _____ Automotive Equipment Inspector II

Automotive Equipment Inspector II		SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR				C.Y. 2011 -	P
						C.Y. 2012 -	P
ACKNOWLEDGED:						C.Y. 2013 -	P
_____						C.Y. 2014 -	P
						C.Y. 2015 -	P
Operator/Driver						C.Y. 2016 -	P
				REMARKS:			

**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE NO. ____
EQUIPMENT MANAGEMENT DIVISION
EQUIPMENT OPERATION SECTION
WORK ORDER**

ANNEX "M"

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		Capital Project
DATE OF A.R.E.							PRE-INSPECTION
DATE OF L.T.O. REGISTRATION:		HRS.	COST	NAME			WORK ORDER NO. _____ DATE 12/29/16
ODOMETER/HOURMETER READING:							WORK REQUEST NO. _____
ITEM NO.	JOB DESCRIPTION						REQUESTED: _____
							(End User)
		PARTS / SUPPLIES / JOB					CHECKED: _____
		ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION	ESTIMATED COST	Engineer II
HISTORY OF REPAIR							RECOMMENDING APPROVAL: _____
							Chief, Equipment Operation Section
							APPROVED: _____
							Chief, Equipment Management Division
							PARTS/SUPPLIES P
							OIL/ LUBE
							LABOR
							TOTAL
PREPARED:							CERTIFIED JOB ACCOMPLISHED:
Automotive Equipment Inspector II		SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR			C.Y. 2011 -	P	Automotive Equipment Inspector II
					C.Y. 2012 -	P	
ACKNOWLEDGED:					C.Y. 2013 -	P	
Operator/Driver					C.Y. 2014 -	P	
					C.Y. 2015 -	P	
					C.Y. 2016 -	P	REMARKS:

**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
 REGIONAL OFFICE NO. ____
 EQUIPMENT MANAGEMENT DIVISION
 EQUIPMENT OPERATION SECTION
 POST INSPECTION FOR OUTSIDE REPAIR**

ANNEX "N"

EQUIPMENT MAKE & MODEL/TYPE			ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	TIME / DATE IN	TIME / DATE OUT	NATURE OF WORK					
								Post Inspection of Outsourced Maintenance Work					
ASSIGNED TO:			NAME & ADDRESS OF REPAIR SHOP/STORE					POST INSPECTION REPORT NO.		DATE			
DATE OF A.R.E.								WORK REQUEST NO. (if applicable)		REQUESTED:		_____ (End User)	
DATE OF L.T.O. REGISTRATION:								APPROVED:					
ODOMETER/HOURMETER READING:										_____ Engineer II		_____ Chief, Equipment Operation Section	
ITEM NO.	QTY.	UNIT	PARTS/SUPPLIES/JOB	INVOICE/O.R. NO.	DATE	UNIT COST	TOTAL COST	_____ Driver/Operator					
PREPARED & INSPECTED:				SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR						REMARKS:			
_____ Automotive Equipment Inspector II				C.Y. 2011 - P									
				C.Y. 2012 - P									
				C.Y. 2013 - P									
				C.Y. 2014 - P									
				C.Y. 2015 - P									
				C.Y. 2016 - P									

