



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

097.13 DPWH
of. 24-2015

MAY 25 2015

DEPARTMENT ORDER)
NO. **79**)
Series of 2015)

SUBJECT: **Revised Policies And Procedures on
the Reimbursement of Expenses for
Maintenance of Equipment and
Motor Vehicles**

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.

1.0 Definition of Terms

- 1.1. **Maintenance** - is ensuring that the DPWH equipment fleet continues to perform their intended purpose/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 done at the Motorpool (in the Central Office) or Equipment Management Division (EMD), Area Equipment Sections (AES) and Equipment Service Unit (ESU) (in the field offices), wherein the needed parts shall be provided by the end-user. In the Department, the total cost of emergency maintenance for *parts* only shall not exceed:
 - a) PhP 10,000.00 – for motor vehicles (service vehicles) (H1)
 - b) PhP 20,000.00 – for light to heavy equipment (dump truck or with DPWH Property Number H2to 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:

*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 10,000.00 – for motor vehicles
- b) PhP 25,000.00 – for light to heavy equipment

1.3.2. **Capital Project Maintenance** - 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 was assigned with equipment and motor vehicle covered by an Acknowledgement Receipt for Equipment (ARE).

In view of the foregoing definition of terms, reimbursement of expenses for equipment and motor vehicle maintenance shall only be applicable for Corrective Maintenance and not for Preventive Maintenance.¹

2.0 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 minor emergency repairs 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 minor emergency repairs due to unforeseen failures shall be allowed to cover replacement of parts for engine tune-up such as spark plugs, condenser, contact point, ignition coil, including oils and lubricants for top-up may be allowed.
- 2.4. In emergency situation, replacement of One (1) piece Tire, inner tube, flap and air valve is allowable, provided that the said parts are not repairable.
- 2.5. Only equipment and motor vehicle with *DPWH Property Code Number* issued by the Bureau of Equipment shall be allowed under this Order.

3.0 Supporting Documents Required for Emergency Maintenance

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

- 3.1 Post Inspection Report by EMMS/EMD/Area Shop for repair done in private shop/ Job Order for in-house repair (Annex "A1" and "A2") respectively;
- 3.2 Certificate of Emergency Repair (Annex "B");

¹ For Capital Project Maintenance Activities, on which cost of repair/spare parts exceed P10, 000.00, it will undergo a bidding process. The winning bidder would be awarded the contract through the Bids and Awards Committee. The end-user would not be entitled for reimbursement.

- 3.3 Inspection and Acceptance Report [IAR] and Post Inspection and Acceptance Report [P-IAR] (Annex "C1 and C2");
- 3.4 Open canvass by the end-user from at least three (3) suppliers/dealers (Annex "D");
- 3.5 Price Verification/Monitoring Report by the SPMD-HRAS or its equivalent office in the field offices (Annex "E");
- 3.6 Report of Waste Material (Annex "F");
- 3.7 Certified copy of Current LTO Registration of the subject service/motor vehicle (Annex G);
- 3.8 Certified copy of Updated Acknowledgement Receipt for Equipment [ARE] (Annex "H"); and,
- 3.9 History of Repair for the past five (5) years (Annex "I").

4.0 Area of Responsibility for Outside Repair

- 4.1 The end-user shall, within three (3) working days after the same 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 and District Engineering Offices for repair 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.
- 4.2 The equipment inspector(s) from EOMD, BOE and in the Regional/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 the Supply and Property Management Division – Human Resource and Administrative Service (SPMD-HRAS) or Property Section in the Regional Office or to the equivalent office in the District Office 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 service/motor vehicle shall follow the same policies herein.

5.0 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.


6.0 Penalty Clause

Any violation of these policies and procedures shall subject the erring accountable official or employee, 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.

7.0 Repealing Clause

This Order revokes Department Order No. 13, dated February 15, 2006 and supersedes other related issuances inconsistent herewith.

This Order shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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5.6.2 RFS/OOI/TNLI

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

Annex "A1"

EQUIPMENT MAKE & MODEL			ENGINE MAKE & MODEL	DPWH NO.	PLATE NO.	DATE OF REPAIR	POST INSPECTION REPORT #	DATE
ASSIGNED TO				NAME & ADDRESS OF REPAIR SHOP/STORE			REQUESTED BY:	
DATE OF A.R.E.								
DATE OF LTO REGISTRATION								
ITEM #	QTY.	UNIT	PARTS SUPPLIED/INSTALLED	INVOICE/ OR #	DATE	UNIT COST	TOTAL COST	APPROVED:
								INSPECTED: JOVALE E. DELGADO Engineer II
								NOTED: TORIBIO NOEL L. ILAO OIC-Bureau Director
				SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR				ACKNOWLEDGEMENT: I hereby acknowledge that the components/materials/parts was installed Driver
				C.Y. 2009-				
				C.Y. 2010-				
				C.Y. 2011-				
				C.Y. 2012-				
				C.Y. 2013-				
				C.Y. 2014-				
				C.Y. 2015-				
PREPARED/VERIFIED BY: RAFAEL S. GONZALES Auto Equipment Inspector II								

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

ANNEX "A"

**BUREAU OF EQUIPMENT
EQUIPMENT OPERATIONS AND MAINTENANCE DIVISION
EQUIPMENT MAINTENANCE AND MANAGEMENT SECTION
JOB ORDER**

Annex "A2"

EQUIPMENT MAKE & MODEL /TYPE		ENGINE MAKE & MODEL		DPWH#	PLATE#	TIME/DATE IN	TIME/DATE OUT	NATURE OF WORK	
ASSIGNED TO :				LABOR		JOB ORDER #		DATE	
DATE OF A.R.E.:									
DATE OF L.T.O. REGISTRATION				HRS	COST	SERVICEMAN ASSIGNED		DATE	
ITEM#	JOB DESCRIPTION							REQUESTED BY:	
				PARTS/SUPPLY NEEDED					
		ITEM #	QTY.	UNIT	ITEM DESCRIPTION		ESTIMATED COST	INSPECTED BY: ROQUITO L. CONSOLACION Chief, EMMS, EOMD	
									RECOMMENDING APPROVAL: OSCAR ISIDRO Chief, EOMD, BOE
									APPROVED: TORIBIO NOEL L. ILAO OIC, Director, BOE
									PARTS/SUPPLIES PHP
									OIL/LUBE PHP
									LABOR PHP
									TOTAL PHP
		SUMMARY OF EXPENSES						CERTIFIED JOB ACCOMPLISHED: JOVALE E. DELGADO Engineer II	
PREPARED/VERIFIED BY:		C.Y. 2010							
		C.Y. 2011							
		C.Y. 2012							
		C.Y. 2013							
RAFAEL S. GONZALES		C.Y. 2014						Remarks	
Auto Equipment Inspector II		C.Y. 2015							
				ACKNOWLEDGE _____ Driver					

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



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

BOE-14328-01-Rev00

_____ 2015

CERTIFICATE OF EMERGENCY PURCHASE

In accordance with the provision of **Executive Order No. 320 Series of 1940** and the condition 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 # _____ was resorted to emergency purchased.

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

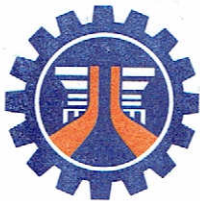
ROQUITO L. CONSOLACION
Chief, EMMS,EOMD

APPROVED:

TORIBIO NOEL L. ILAO
OIC, Bureau Director

5.6.2 EMJ/RLC/OOI

5.6.2 MSGIII/EMMS



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

POST INSPECTION AND ACCEPTANCE REPORT				Annex G-7	
				COA Cir No. 2001-4 as of 2001	
Supplier:				P-I.A.R. No.	
				Date Issued	
P.O. No.				Date:	
Requisitioning Office:				Date:	
Item #	Qty.	Unit	DESCRIPTION	Remarks	
			For the use of TOYOTA, LAND CRUISER, 4X4, SERVICE VEHICLE JEEP H1-4390/SFW-136		
			Assigned at COA-DPWH		
INSPECTION			ACCEPTANCE		
Date Inspected: _____			Date Received: _____		
<input type="checkbox"/> Inspected, verified and found OK as to quantity and specification <input type="checkbox"/> Other Remarks _____ _____ _____ <div style="text-align: center;"> _____ JOVALE E. DELGADO Eng'r. II </div> <div style="text-align: center;"> _____ OSCAR O. ISIDRO Chief EOMD </div>			<input type="checkbox"/> Complete <input type="checkbox"/> Partial <div style="text-align: center;"> END USER </div>		
NOTED: _____ <div style="text-align: center;"> _____ OSCAR O. ISIDRO Chief EOMD </div>					

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

ABSTRACT OF OPEN CANVASS

[illegible]

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

Annex "E"

Date of Opening: _____

Time of Opening :

TO

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.

ANNEX "G"



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

LTO Form No. 3

DISTRICT OFFICE diliman

CERTIFICATE OF REGISTRATION		CR NO. 86526595		DATE ISSUED 07.03.03	
OWNER'S COPY					
MV FILE NO. 1312-261525	PLATE NO. SGS 437	PREVIOUS PLATE NO. 1A-4561	AUTHORIZED AGENCY		
CLASSIFICATION govt	PREVIOUS C.R. NO. new	TMC CONTROL NO. CH 1030201874	ORIGINAL BOT DECISION NO.		
IE NUMBER	CUSTOMS C.P. NO.	DATE	CLASSIFICATION <input type="checkbox"/> TAX <input type="checkbox"/> EXEMPT <input type="checkbox"/> UNDER BOND <input type="checkbox"/> OTHERS (Specify)		
MAKE nissan	SERIES frontier	TYPE OF BODY pick-up	MOTOR NO. TD27-TE04294		
SERIAL/CHASSIS NO. CVPGLDFD22C78729	YR. MODEL	TOTAL PISTON DISP. (cu. cm.)	NO. OF CYL. 4	GROSS WT. 2500	NET CAPACITY
SHIP WT.	FUEL (Specify) dsl.	TOTAL PASS. SEATING (Pass.)	STANDING (Pass.)	WHEEL BASE	TIRE SIZE
COMPLETE OWNER'S NAME (Family Name, First Name, Middle Name) Department of Public Works & Highways			CC NO. DATE		
COMPLETE ADDRESS (No., Street, City/Municipality, Province) Bonifacio Port Area Manila			BIR CP NO. BOC CP NO.		
ACQUIRED FROM Core Automotive Resources Inc.,			TIN NO. DATE		
DETAILS OF FIRST REGISTRATION PAYMENT		AGENCY CODE NO. 1312-MVRR	OFFICIAL RECEIPT NO. 3768192-1	AMOUNT 2987.00	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 officials, properly sealed and accompanied by Official Receipt as proof of payment. Any unauthorized erasure or alteration hereon will invalidate this document.					
COMPUTER			OWNER'S SIGNATURE		
ad rivera (Print Name & Sign)			AB. RA. RAMBO DISTRICT HEAD (Print Name & Sign)		

SAMPLE

		Republic of the Philippines DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS LAND TRANSPORTATION OFFICE East Avenue, Quezon City
Field Office: <u>Diliman District Office</u>		Field Office Code: <u>1312</u>
OFFICIAL RECEIPT		258223840
DATE: <u>07.05.2005</u>		
RECEIVED FROM (Last name, First name, MI) <u>000-000-000-000</u>		
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: VREND		Cost of Stickers: 128.00
M1312705200501A5 - 01		Legal Research Fund: 30.00
Issued: Jul 5 2005		MVUC: 2,030.00
GOVERNMENT: LIBRA (SEMI-DIESEL)		BETTER: 0.00
File No.: 131200515255		Card Fee: 32.00
Plate No.: SGS437		Vehicle License: 0.00
RTM: 0.00		
LBP CC-452452: 2,030.00		
LBP CC-452452: 132.00		
TOTAL AMOUNT PAID		2,162.00
THE SUM OF (in pesos)		Two Thousand One Hundred Sixty Two Pesos Only
MODE OF PAYMENT		CHEQUE
CHIEF OF OFFICE Electronic Signature/Date: <u>07/05/2005</u>		CASHIER Signature/Date:



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

Annex "H"

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; display: flex; align-items: center; justify-content: center;"> QR CODE </div>
REMARKS: <div style="text-align: center; margin-top: 20px;"> For the official use of _____ </div>			
RECEIVED BY: _____ <div style="text-align: center; margin-top: 20px;"> _____ End-User Designation/Position </div> <div style="margin-top: 20px;"> DATE: _____ </div>		ISSUED BY: _____ <div style="text-align: center; margin-top: 20px;"> _____ TORIBIO NOEL L. ILAO OIC, Bureau Director </div> <div style="margin-top: 20px;"> DATE: _____ </div>	

HISTORY OF REPAIR

Republic of the Philippines

Department of Public Works and Highways

EQUIPMENT OPERATION and MAINTENANCE DIVISION

EQUIPMENT MAINTENANCE and MANAGEMENT SECTION

BUREAU OF EQUIPMENT

BOE-14327-01-Rev00

Annex "I"

MAKE AND MODEL		UNIT SERIAL NO:		ENGINE SERIAL NO:		PLATE NO:		LTO REG	DPWH NO:
END-USER		DESIGNATION:		OFFICE:				DATE OF A.R.E.	
JOB ORDER/ POST INSPECTION NO.	DATE	INVOICE/PURCHASE ORDER		NAME OF AUTO SUPPLY/SUPPLIER	SPARE PARTS				REMARKS
		NO.	DATE		QTY	UNIT	MATERIALS	COST	
NOTE: NEWLY TURNED-OVER SERVICE VEHICLE									
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