



JUL 29 2015

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

097.13 DPWH  
DP-04-2015

DEPARTMENT ORDER )  
NO. **123** )  
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 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:

\*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.<sup>1</sup>

## 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");

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<sup>1</sup> 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 Abstract of Canvass with Price Verification Certification from EMMS Motorpool (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 gather and consolidate prices for non-common goods, and a Pricelist Database would be made available to the Public thru the DPWH website, for checking and verification of prices prevailing 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

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\*Prices would be checked from previous purchases made by the end user as reflected in the History of Repair of the Vehicle/Equipment. A Pricelist Database consolidated by the Procurement Service – Bids and Awards Committee for Goods would also be used as a reference for checking and verification of prices.

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 supersedes Department Order No. 13, S. 2006 and Department Order No. 79, S. 2015.

This Order shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

5.6.2 RFS/OOI/TNLI

Department of Public Works and Highways  
Office of the Secretary



WIN5T01257

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**BUREAU OF EQUIPMENT  
EQUIPMENT OPERATION AND MANAGEMENT DIVISION  
EQUIPMENT MAINTENANCE AND MANAGEMENT SECTION  
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. :										
DATE OF L.T.O. REGISTRATION:										
ITEM NO.	QTY.	UNIT	PARTS SUPPLIED / INSTALLED			INVOICE/O.R. NO.	DATE	UNIT COST	TOTAL COST	APPROVED:
						SUMMARY OF EXPENSES FOR MAINTENANCE & REPAIR				INSPECTED:  <b><u>JOVALE E. DELGADO</u></b> Engineer II
						C. Y. 2009 -				
			PREPARED/VERIFIED BY:			C. Y. 2010 -				
						C. Y. 2011 -				
						C. Y. 2012 -				
			RAFAEL S. GONZALES			C. Y. 2013 -				
			Auto. Equipment Inspector II			C. Y. 2014 -				
cel 2014										ACKNOWLEDGEMENT: I hereby acknowledge that the components/ materials/parts was installed.
										Driver

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

## ANNEX "A"

## Annex "A2"

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

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
DATE OF L.T.O. REGISTRATION				HRS	COST	SERVICEMAN ASSIGNED		REQUESTED BY:
ITEM#	JOB DESCRIPTION							
				<b>PARTS/SUPPLY NEEDED</b>				
		ITEM #	QTY.	UNIT	ITEM DESCRIPTION		ESTIMATED COST	<b>INSPECTED BY:</b>  <b>ROQUITO L. CONSOLACION</b> Chief, EMMS, EOMD
								<b>RECOMMENDING APPROVAL:</b>  <b>OSCAR ISIDRO</b> Chief, EOMD, BOE
								<b>APPROVED:</b>  <b>TORIBIO NOEL L. ILAO</b> OIC, Director, BOE
								<b>PARTS/SUPPLIES</b> <u>PHP</u> <b>OIL/LUBE</b> <u>PHP</u> <b>LABOR</b> <u>PHP</u> <b>TOTAL</b> <u>PHP</u>
		<b>SUMMARY OF EXPENSES</b>						<b>CERTIFIED JOB ACCOMPLISHED:</b>  <b>JOVALE E. DELGADO</b> Engineer II
PREPARED/VERIFIED BY:		C.Y. 2010 _____						
		C.Y. 2011 _____						
		C.Y. 2012 _____						
		C.Y. 2013 _____		<b>ACKNOWLEDGE</b> _____ <div style="text-align: right;">Driver</div>				Remarks
		C.Y. 2014 _____						
		C.Y. 2015 _____						
<b>RAFAEL S. GONZALES</b>								
Auto Equipment Inspector II								

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 RETURNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**Annex "B"**

\_\_\_\_\_, 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 # \_\_\_\_\_ and billing invoice # \_\_\_\_\_ 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.

\_\_\_\_\_  
End-user

\_\_\_\_\_  
Head of Office





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

Annex "C1"

**INSPECTION AND ACCEPTANCE REPORT**

Annex G-7

COA Cir No. 2001-4 as of 2001

**I.A.R. No.:**

Date Issued:

Supplier:

CR/OR No.:

Date:

SI/CI No.:

Date:

P.O. No.

Date:

Requisitioning Office:

**Item #****Qty.****Unit****DESCRIPTION****Remarks**

For JO NO.

dated

ACKNOWLEDGED BY:

For the use of

DPWH NO.:

PLATE NO.:

Assigned at

**INSPECTION****ACCEPTANCE**

Date Inspected: \_\_\_\_\_

Date Received: \_\_\_\_\_

☐

Inspected, verified and found OK as to  
quantity and specification

☐

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OSCAR O. ISIDRO**

Chief, EOMD

**NOTED:**

**TORIBIO NOEL L. ILAO**  
OIC, BUREAU DIRECTOR

☐

Complete

☐

Partial

\_\_\_\_\_  
Designation  
**END USER**

## Annex "C2"

[illegible]





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

Designation	
-------------	--

Date

## Annex "E"

[illegible]

Prepared and Submitted By:

Certified By:

NOTED:

### End-user

### Designated Supply Officer, BOE

**OIC, Bureau Director, BOE**



[illegible]

ANNEX "G"



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

LTO Form No. 3

Annex "G"



DISTRICT OFFICE: 411

**CERTIFICATE OF REGISTRATION** **CR** **86526595** **DATE ISSUED** **07.03.03**  
**OWNER'S COPY** **NO.**

MV FILE NO. <b>1312-261525</b>	PLATE NO. <b>SGS 437/MY-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.
IS 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 <b>Nissan</b>	SERIES <b>frontier</b>	TYPE OF BODY <b>pick-up</b>	MOTOR NO. <b>TD27-TED4294</b>
SERIAL/CHASSIS NO. <b>CVPGLDFF22078729</b>	YR. MODEL <b>2000</b>	TOTAL PISTON DISP. (cc) <b>4</b>	GROSS WT. <b>2590</b>
SHIP WT.	FUEL (Specify)	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>		BR CP NO.	BOC CP NO.
ACQUIRED FROM <b>Core Automotive Resources Inc.</b>		TIN NO.	DATE
DETAILS OF FIRST REGISTRATION AGENCY CODE NO. <b>1312-MVTR</b>		OFFICIAL RECEIPT NO. <b>3768192-1</b>	AMOUNT <b>P 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 signature or alteration hereon will invalidate this document.		OWNER'S SIGNATURE	
COMPUTER		DISTRICT HEAD (Print Name & Sign)	

**ad rivera**  
(Print Name & Sign)

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

Field Office: Bitran District Office Field Office Code: 1312

**OFFICIAL RECEIPT** **258223840** **DATE:** 07.03.2003

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 B**

PAYMENT DETAILS		BREAKDOWN OF PAYMENT	
TRANSACTION	AMOUNT	TRANSACTION	AMOUNT
REGISTRATION	1,000.00	REGISTRATION	1,000.00
SALES TAX	1,000.00	SALES TAX	1,000.00
PLATE NO. <b>SGS 437</b>		PLATE NO. <b>SGS 437</b>	
REG. CC - 632452	1,000.00	REG. CC - 632452	1,000.00
PLATE CC - 632452	1,000.00	PLATE CC - 632452	1,000.00
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	
CASHIER		CASHIER	

7



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

### ACKNOWLEDGEMENT RECEIPT FOR EQUIPMENT

BOE-EOMD-ARE: \_\_\_\_\_

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

QTY.	UNIT	DESCRIPTION	ACQUISITION COST
One (1)	Unit	Make & Model : Type : Year Model : Year Acquired : Color : Unit Serial No. : Engine Serial No. : DPWH No. : Government Plate No. : Security Plate : Status :	<div style="border: 1px solid black; width: 100px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">             QR CODE           </div>
<b>REMARKS:</b>  <div style="text-align: center; margin-top: 10px;">             For the official use of _____           </div>			
RECEIVED BY: _____  <div style="text-align: center; margin-top: 20px;">             _____  <b>End-User</b>              Designation/Position           </div> <div style="text-align: center; margin-top: 20px;">             DATE: _____           </div>		ISSUED BY: _____  <div style="text-align: center; margin-top: 20px;">             _____  <b>TORIBIO NOEL L. ILAO</b>              OIC, Bureau Director           </div> <div style="text-align: center; margin-top: 20px;">             DATE: _____           </div>	

**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