

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

Manila



SUBJECT: DPWH Land-Based Equipment Information Management Guidelines

In order to standardize the management of equipment information parameters and performance metrics in preparation for the implementation of the Physical Asset Management (PAM) Automation in the Department of Public Works and Highways (DPWH), consistent with the ISO 9001:2008 Certification of the DPWH, and pursuant to Department Order No. 64, Series of 2016, otherwise known as the "Management of Highway Maintenance Equipment and Other Related Purposes", the enclosed guidelines are hereby prescribed for the compliance of all concerned.

The Equipment Status, Preventive Maintenance and Utilization Report (ESPMUR) and the Equipment Demand, Availability and Utilization Report (EDAUR) are hereby institutionalized, prescribed, and adopted for standard implementation and effective monitoring. These reports shall be submitted to the Bureau of Equipment (BOE) on or before the 15th day of the succeeding month in lieu of the various reports enumerated in the Memorandum of then Assistant Secretary RAFAEL C. YABUT dated September 30, 2004, for information, guidance and/or appropriate action.

The ESPMUR and EDAUR Forms shall be annually evaluated and, if necessary, revised, thru subsequent Memorandums signed by the Director, BOE and approved by the Undersecretary, Technical Services.

Submission of these reports shall be implemented on the succeeding reporting month reckoning the date of posting on the DPWH internet and intranet websites.

This Order shall take effect immediately and shall supersede all issuances inconsistent herewith.

ROGELIO SINGSON

Secretary

Department of Public Works and Highways Office of the Secretary WIN6T01465

Encl.: (1) DPWH Land-Based Equipment Information Management Guidelines (2) DPWH Land-Based Equipment Information Management Forms

(3) Sample ESPMUR and EDAUR

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

DPWH Land-Based Equipment Information Management Guidelines

I. Preliminaries

The Bureau of Equipment (BOE) is mandated under Executive Order No. 124, Series of 1987, to provide technical services on the management of construction and maintenance equipment including ancillary facilities of the Department of Public Works and Highways (DPWH). For that purpose, it shall, among others, formulate policies relating to the management of infrastructure equipment and ancillary facilities, and shall inspect, check and monitor the management of equipment thru the Equipment Management Division (EMD), formerly Regional Equipment Services, and Area Equipment Section (AES), formerly Area Equipment Services, for the purpose of ensuring that such activities are being conducted in accordance with the current standards and policies of the DPWH.

Corollary to this mandate and consistent with the existing policies of the DPWH, the following reports are hereby adopted for strict compliance:

- Equipment Status, Preventive Maintenance and Utilization Report (ESPMUR) the ESPMUR shall indicate for each equipment unit the following: equipment identification information, actual distance travelled or actual engine hours utilized, present work location, daily operational status and physical condition, accountable office, current Preventive Maintenance (PM) stage, type and number of Corrective Maintenance (CM) performed, operations and maintenance costs and expenditures, accountable and responsible end user, and associated remarks. The ESPMUR is essential for the monitoring of the management of equipment in the micro level, i.e., per unit.
- Equipment Demand, Availability and Utilization Report (EDAUR) the EDAUR shall indicate for each Highway Maintenance Equipment (HME) the following: number of units and daily status, benchmark utilization, demand requirements, benefits provided, actual availability and utilization, and current equipment requirements of the Office. The EDAUR is essential in the monitoring of the fleet requirement of each Office in the macro level, i.e., per type.

These reports shall be submitted to the BOE on or before the 15th day of the succeeding month for information, guidance and/or appropriate action.

II. Reporting Procedure

In accordance with Department Order No. 63, Series of 2016, with Subject: "Standardization of Land-Based Equipment Management Procedures and Delegation of Responsibilities in the Field Offices", the ESPMUR and EDAUR shall be accomplished, reviewed, approved and submitted as follows:

1. Primarily, the Administrative Section and the Financial Management Section, both under the District Engineering Office (DEO), shall consolidate and submit to the Equipment Services Unit (ESU), a Unit under the Maintenance Section under the DEO, all supply and property records pertaining to equipment booked up in the DEO. Similarly, the Administrative Division and Financial Management Division, both under the Regional Office (RO), shall consolidate and submit to the EMD all supply and property records pertaining to equipment booked up in the RO.

- 2. The Engineer II, ESU, shall prepare the ESPMUR and the EDAUR for all land-based equipment in the DEO. The ESU shall forward the supply and property records to the AES concerned. In addition, the DEO shall furnish the AES concerned the Quincenal/Semi-monthly Work Schedule and, if available, the Leased Equipment List (LEL). On the other hand, the Engineer II, Equipment Operations Section (EOS), shall prepare the ESPMUR and EDAUR for all land-based equipment in the RO, inclusive of equipment deployed in the Base Shop and the various Area Shops within the Region.
- 3. All matters pertaining to the AES as explicitly written shall be addressed by the EMD in the case of DPWH National Capital Region (NCR).
- 4. The District Maintenance Engineer (DME) shall check and review the District ESPMUR and District EDAUR as to correctness and completeness of equipment information. In the same way, the Chief, EOS, shall check and review the Regional ESPMUR and Regional EDAUR.
- 5. The District Engineer (DE) shall approve and submit the District Reports to the Regional Director (RD), Attention: Chief, EMD, and copy furnished the AES. On the other hand, the EOS shall forward the Regional Reports to the Equipment Custody and Control Section (ECCS) for consolidation. These Reports shall be submitted for consolidation on or before the fifth (5th) working day of the succeeding month.
- 6. The Chief, AES shall verify the furnished District ESPMUR against the maintenance records (e.g., Work Order, Post Inspection for Outside Repairs, etc.) maintained by the AES and the furnished Tear Sheet of the Equipment Logbook provided by the DEO; and verify the furnished District EDAUR against the demand requirements (e.g., Quincenal/Semi-monthly Work Schedule, LEL, Requisition for Issuance of Equipment (RIE), etc.) provided by the DEO. The Chief, AES shall transmit the validated reports for confirmation to the Chief, EMD. Transmission of validated reports may be done thru electronic mail (e-mail) or facsimile (fax), whichever is applicable.
- 7. The Engineer II, ECCS, shall incorporate the District Reports with the Regional Reports. The consolidated Regional ESPMUR and Regional EDAUR shall be checked and verified by the Chief, ECCS, who shall inform the Chief, EMD, any discrepancy and inconsistency in the Reports. Discrepancies and inconsistencies include, but are not limited to: unlisted equipment, absence of maintenance and operations cost for utilized equipment, illogical/incorrect PM stage, presence of operations cost for non-operational equipment, and non-reporting of actual utilization in hours operated and distance travelled.
- 8. The Chief, EMD, shall analyze the Regional fleet performance and shall notify DEOs for any discrepancy and/or inconsistency found in the Reports for immediate rectification. Notice of discrepancies and rectification thereof shall be transmitted in advance thru fax or e-mail, whichever is applicable. Hardcopies of rectified reports with signatories shall be submitted afterwards. The Chief, EMD, shall submit the consolidated and rectified/corrected Regional Reports to the RD, together with an analysis report justifying Regional repositioning of equipment for improved utilization, if any. The Chief, EMD, shall transmit thru e-mail an advanced copy of the validated Regional Reports to the BOE on or before the tenth (10th) working day of the succeeding month.
- 9. The RD shall endorse and submit the consolidated Regional Reports to the BOE on or before the fifteenth (15th) working day of the succeeding month. This shall be the hardcopy of the validated Regional Reports submitted to the BOE thru e-mail. In addition, the EMD shall furnish the BOE a softcopy (thru e-mail) of the District Reports on or before the fifth (5th) working day of the succeeding month.
- 10. The Equipment Operation and Maintenance Division (EOMD), BOE, shall receive and evaluate the Regional ESPMURs to determine equipment status and condition, PM and

CM Programs and their corresponding costs, and actual equipment utilization. In the same way, the Equipment Planning Division (EPD), BOE, shall receive and evaluate the Regional EDAURs to determine equipment demand requirements, and fleet availability, utilization and payback.

III. Reporting Flowchart



IV. Instructions

Detailed instructions for filling out the ESPMUR and the EDAUR are discussed below.

A. Filling Out the ESPMUR

The ESPMUR is composed of three (3) forms. Form 1 is used to record the status, maintenance and operating expenditures of operational equipment, as well as the status and associated maintenance expenditures of non-operational equipment. It shall separately record equipment assigned with DPWH Property Code Number and equipment yet to be fully turned over, i.e., those without DPWH Property Code Number. On the other hand, Form 2 is used to record the working location, as well as the office and end user accountable to the upkeep of the equipment. Finally, Form 3 is used to summarize and record the disposal status of all unserviceable equipment. It shall monitor the present location and documentation status of unserviceable equipment from its identification, inclusion in the Inventory and Inspection Report of Unserviceable Property (IIRUP), ocular inspection and appraisal, actual disposal up to its dropping from the Book of Accounts.

ESPMUR - FORM 1

Column 1. DPWH Property Code No.

Indicate the equipment's DPWH Property Code Number provided by the BOE. In the absence of the DPWH Property Code Number, indicate the Unit Serial Number (USN) of the equipment. Equipment yet to be fully turned over shall be grouped and recorded at the last pages of ESPMUR Form 1. A corresponding explanation shall be indicated under the "Remarks" column for such instance. Pertinent information lacking for the documentation and inclusion of the equipment in the DPWH Book of Accounts shall be enumerated under the "Remarks" column.

Column 2. Government Plate No.

Indicate the equipment's Government Plate Number provided by the Land Transportation Office (LTO). For off-road equipment, i.e., without a Plate Number, indicate the Engine Serial Number (ESN) of the equipment. For on-road equipment without a Government Plate Number, i.e., without DPWH Property Number, indicate the Private Plate Number (Green Plate) of the equipment. Equipment without a DPWH Property Code Number shall be grouped and recorded at the last pages of ESPMUR Form 1. Similarly, a corresponding explanation shall be indicated under the "Remarks" column for such instance. Pertinent information lacking for the documentation and inclusion of the equipment in the DPWH Book of Accounts shall be enumerated under the "Remarks" column.

Column 3. BHME

Indicate if such equipment is a Basic Highway Maintenance Equipment (BHME). These are Highway Maintenance Equipment (HME) essential to the execution of the mandated maintenance activities of the DEO. Maintenance expenditures for the BHME shall be funded by the Equipment Maintenance Fund (EMF) in accordance with Department Order No. 64, Series of 2016. Put an "x" if such equipment is tagged as BHME.

Column 4. QRE

Indicate if such equipment is a Quick Response Equipment (QRE). These are HME tagged with the primary purpose of restoring to normal traffic flow and safely passable affected national roads after calamities and emergency situations. All QRE are mandatorily dispatched to affected locations within the Region and adjacent Provinces including those

forecast to be affected by disaster such as typhoons. Put an "x" if such equipment is tagged as QRE. An equipment may be a BHME and a QRE at the same time. Otherwise, an equipment may only be either a BHME or a QRE, or neither of the two.

Column 5. Actual Utilization (kms/hrs)

This column is divided into two (2) sub-columns. Indicate the previous and latest utilization readings of the equipment. These shall be extracted from the odometer or hour meter of the equipment, whichever is applicable. Odometers are indicators of distance travelled in kilometers (kms) and are installed as standard parts on fast-moving equipment. On the other hand, hour meters are indicators of engine hours operated and are standard parts on slow-moving equipment. This entails that all equipment shall be equipped with working odometer or hour meter, whichever is applicable.

Utilization readings should be reflective of the maintenance activities performed on the equipment. The PM interval for fast-moving equipment such as service vehicles, dump trucks, stake trucks and other on-road equipment shall be based on the distance travelled, whereas the PM interval for all other equipment shall be based on the number of hours it was utilized. On-road equipment are motor vehicles equipped with compression or sparkignition engines that operate on the highways of the Philippines or streets that are open to public use. For easy distinction, all equipment with code beginning with the letter "H", with the exemption of H8 (Forklift) and H13 (Bicycle), are considered on-road equipment. However, there are complex equipment, e.g., Truck Mounted Flood Mitigation Equipment (H17), which comprise major systems that require PM. In such cases, the distance travelled by the truck (H17) shall be recorded as well as the hours of operation of the generator (H17P) which powers the pump.

The actual utilization readings (kms/hrs) should be recorded each time maintenance work is performed upon the equipment. Each time a maintenance work is done, i.e., every PM Stage or CM performed including interim maintenance, the odometer or hour meter readings shall be indicated appropriately in the two (2) sub-columns.

The last row on every equipment unit entry shall have the previous reading on the last day of the preceding month indicated under the "Previous Reading" column. On the other hand, the last row of every equipment unit entry shall have the latest reading on the same date of the reporting month indicated under the "Present Reading" column.

- Under Column "Previous Reading", indicate the odometer or hour meter reading of the equipment on the last day of the preceding month. This shall be indicated in the first and least row of every equipment unit. For the succeeding rows, the reading shall be in consonance with every maintenance work. This shall also be the same as the reading indicated under the "Present Reading" column of the immediately preceding row.
- 2. Under Column "Present Reading", indicate the odometer or hour meter reading of the equipment on the same date of the reporting month. This shall only be indicated in the last two (2) rows of every equipment unit. For the preceding rows, the reading shall be in consonance with every maintenance work. This shall also be the same as the reading indicated under the "Previous Reading" column of the immediately succeeding row.

Column 6. Physical Condition

The condition of the equipment is an evaluation based on the physical condition (Very Good, Good, Fair, Poor or Scrap) of the equipment. Indicate the condition of the equipment under this column. Equipment ten (10) years old and below which has undergone scheduled maintenance activities without a breakdown may only be regarded as Very Good (VG). Equipment ten (10) years old and below but has undergone at most one (1) CM shall be regarded as Good (G). Otherwise, consider it Fair (F). Equipment more than

ten (10) years old which has spent less than ten (10) days under the non-operational status during the reporting month shall be considered Fair (F). Equipment more than ten (10) years old which has spent ten (10) days or more under the non-operational status during the reporting month shall be considered Poor (P). Equipment twenty (20) years old and above and under Status "Dj" for the entire reporting month shall be rated Scrap (S). No dilapidated equipment shall exceed the condition of Poor (P) regardless of its age and operational status. No untidy/messy equipment shall exceed the condition of Fair (F) regardless of its age and operational status.

Column 7. Equipment Operational Status (cd)

This column monitors the daily operational status of equipment within the reporting month. It is divided into two (2) sub-columns which are further subdivided into two (2) and four (4) sub-columns, respectively.

- 1. Under Column "A", indicate the number of calendar days the equipment is operational but idle.
 - a. Weekends, holidays and special non-working days shall be counted under Status "A" if and only if the equipment is not utilized or pre-positioned for quick response pending the onslaught of a disaster during those days.
 - b. Status "A" is strictly for idle but operational equipment. Non-operational equipment shall not be placed under Status "A". Equipment awaiting repair (e.g., under Work Order but not yet closed or certified complete, etc.) shall be considered under Status "Dn" or "Dj", whichever is applicable.
- 2. Under Column "B", indicate the number of calendar days the equipment is operational and utilized. Regardless of the actual number of hours it had operated within the 24-hour-period of the day, consider it under Status "B".
 - a. If during the day, the equipment is under Status "A" and it was utilized, consider it under Status "B" regardless of the actual utilization hours or actual distance travelled, if at least one of the conditions below are met:
 - i. The equipment left the vicinity of the Office
 - ii. The equipment in the field is scheduled and utilized for road maintenance works and the performance of other duties and responsibilities
 - iii. The equipment is deployed or pre-positioned for quick response operations regardless of whether it was actually utilized for the purpose
 - b. Equipment under Status "B" that had undergone scheduled active maintenance time, i.e., planned and scheduled PM activity, shall still be considered under Status "B" provided the scheduled PM activity does not exceed one (1) day. In other words, if during the day, the equipment was utilized on the same day it had undergone PM, consider it under Status "B".
 - i. If the scheduled PM activity is delayed due to logistics, absence of maintenance parts, and the like, in the immediately following working day, consider it under Status "Dn" or "Dj" provided it was not utilized during those days, i.e., it was not repaired within the day. However, if the equipment has undergone active maintenance time during the immediately following working day and it was not utilized, consider it under Status "Cn" or "Cj".
 - ii. If the scheduled PM activity is delayed due to logistics, absence of maintenance parts, and the like, and the equipment is still being utilized, consider it under Status "B" provided it did not encounter a breakdown during operation.

- c. Equipment under Status "B" which suddenly encountered a breakdown, i.e., it needs CM, shall be considered non-operational.
- 3. Under Column "Cn", indicate the number of calendar days the equipment is under minor active maintenance time with a total maintenance cost not exceeding the limits for emergency maintenance consistent with Department Order No. 123, Series of 2015. Minor maintenance for service vehicles shall not exceed PhP10,000.00 whether it is done by administration or outsourced. Minor maintenance for other equipment shall not exceed PhP20,000.00 if it is done by administration, and PhP25,000.00 if it is outsourced.
 - a. If during the day, the equipment is under Status "B" and it broke down (i.e., it requires CM), consider it under Status "Cn" or "Cj" if it has undergone active maintenance time, i.e., actual repair works were conducted within the day.
 - b. Else, if during the day, the equipment is under Status "B" and it broke down, consider it under Status "Dn" or "Dj" if it has not undergone active maintenance time within the day.
- 4. Under Column "Cj", indicate the number of calendar days the equipment is under major active maintenance time with a total maintenance cost exceeding the aforementioned limits for emergency maintenance.
- 5. Under Column "Dn", indicate the number of calendar days the equipment is awaiting minor repair, i.e., with an estimated maintenance cost not exceeding the aforementioned limits for emergency maintenance.
 - a. Run down time including preparation and approval of Work Orders, ramp-up time such as test driving, and other delays are outside the active maintenance time. Non-operational equipment which did not undergo active maintenance time within the day shall be considered under Status "Dn" or "Dj".
 - b. If during the day, the equipment is under Status "Dn" or "Dj" and it has undergone active maintenance time, consider it under Status "Cn" or "Cj", whichever is applicable.
 - c. If prior to the repair works, the estimated total maintenance cost is deemed to be major (i.e., more than the aforementioned limits for emergency maintenance, hence, under Status "Dj"), and the actual maintenance cost did not reach the estimate, consider it a shifting status and put it under Status "Cn" for the days it was repaired. In the same way, if prior to the repair works, the estimated total maintenance cost is deemed to be minor (i.e., not exceeding the aforementioned limits for emergency maintenance, hence, under Status "Dn"), and the actual maintenance cost is above the estimate, consider it a shifting status and put it under Status "Dn"), and the actual maintenance cost is above the estimate, consider it a shifting status and put it under Status "Cj" for the days it was repaired. These are only applicable for unscheduled downtimes, i.e., performed CM. For planned and scheduled downtimes, i.e., performed PM, refer to the rules in Item 2.

Note that active maintenance time is the part of the down time during which a maintenance action is performed, i.e., when actual mechanical maintenance/repair is executed.

6. Under Column "Dj", indicate the number of calendar days the equipment is awaiting major repair, i.e., with an estimated maintenance cost of more than the aforementioned limits for emergency maintenance.

For each equipment unit, the sum of calendar days of the sub-columns of the same row is equal to number of calendar days for the reporting month. To indicate and specify the status of the equipment as of the last day of the reporting month, the status under which it fell should be **bold-faced**.

Column 8. Maintenance Type

This column monitors the maintenance performed on the equipment during the reporting month. Maintenance type may either be proactive (i.e., preventive or predictive) or reactive (i.e., corrective) in nature. For the proactive types of maintenance: indicate for the PM either "Stage ___ (i.e., the PM Stage performed on the equipment) or "PMX" (i.e., the PM performed on the equipment which is not under the scheduled PM cycle covering the 20,000-km-mark or the 1,000-hr-mark); or for the Predictive Maintenance (PdM), indicate "PdM" (i.e., the PdM performed on the equipment which involves specialized tools) under this column. For the reactive types of maintenance, indicate either "CM" (i.e., the regular minor CM performed on the equipment), "PI" (i.e., the emergency maintenance performed at a qualified/accredited private shop), "XM" (i.e., the CM which is performed at not more than two (2) hours in duration and which does not require procurement and replacement of parts) or "CP" (i.e., the CM which is classified as major repair wherein the maintenance cost is in excess of the amount prescribed for emergency maintenance) under this column. In any case, the maintenance performed on the equipment should be reflective of its actual utilization. Each time maintenance is executed, the corresponding utilization reading should be indicated in the "Actual Utilization (kms/hrs)" column.

There are twenty (20) Standard PM Stages to be performed periodically, thereby minimizing equipment downtime. However, if the actual utilization suggests that a PM Stage should be performed, then it should be done so. Essentially, PM Stages are based on the actual utilization (i.e., hours operated or distance travelled) or the standardized performance of PM activities for a period. Stage 1 shall be performed on the equipment if it has reached 1,000 kms of distance travelled or 50 hrs of actual utilization, whichever comes first. Stage 2 shall be performed on the equipment if it has reached 2,000 kms of distance travelled or 100 hrs of actual utilization, whichever comes first. PM Stages 3 to 20 shall be performed accordingly as shown in the Legend Section of Form 1. Scheduled PM activities are mandatory and should still be implemented regardless of whether or not a CM is executed within the PM interval. The twenty (20) different Stages of PM should not be confused with the equivalent PM Level (e.g., PM 1, 2, 3 and 4), i.e., the PM Stage should be indicated and not the PM Level. It is noteworthy that after Stage 20, the cycle is repeated and the next PM schedule is Stage 1, and so on.

There are other PM activities which are not reflected in the PM Stage. These are interim replacement of slow-wearing parts, i.e., parts that do not relatively need to be replaced frequently. For these activities (e.g., replacement of tires, batteries, clutch assembly, suspension assembly, belts, etc.), instead of indicating the PM Stage, indicate "PMX" under this column.

For the other form of proactive maintenance, indicate "PdM" under this column if a PdM is performed on the equipment, thereby optimizing its uptime. This proactive maintenance is only considered PdM if the performance of this condition-based maintenance involves the use of tools (e.g., On-Board Diagnostics Scanner, Smoke Emission Tester, Oil Analyzer, etc.) which would either recommend or withhold subsequent maintenance activities.

It should be noted that "PMX" shall be indicated if a PM activity that is not under the regular PM Stages (e.g., replacement of slow-wearing parts or replacement of parts included in the regular PM Stage but replaced separate from the others) is executed. These proactive types of maintenance, i.e., PM (either regular PM Stage or PMX) and PdM are not to be confused with CM. For example, "PMX" shall be indicated under this column if the fan belt was replaced before it snapped.

On the other hand, indicate also the type of CM performed on the equipment during the reporting month. A CM is defined as the maintenance performed to identify, isolate and rectify a fault so that the equipment can be restored into good operational condition. CMs are unanticipated in nature and should not be confused with PMs. The concept of Planned CM should not be confused with the unanticipated nature of CM. Planned CM is to be understood as discovering a minor fault during the performance of PM or daily routine maintenance and deferring maintenance and allowing equipment operation since it does not pose problems to safety, environmental and economic factors.

Column 9. Maintenance Parts/Consumables Repaired/Replaced/Installed & Jobs Outsourced

This column is divided into four (4) sub-columns. Maintenance parts and consumables include parts, filters, components, accessories, tires and batteries. On the other hand, outsourced jobs cover all works outsourced including emergency maintenance works and other activities such as machining, welding, vulcanizing, and the like.

- 1. Under Column "Qty.", indicate the quantity of the repaired, replaced or installed maintenance parts and consumables, as well as the quantity of jobs outsourced.
- 2. Under Column "Unit", indicate the unit of the maintenance parts/consumables used. This may be in pieces (indicate "pcs"), kits (indicate "kits"), rolls (indicate "rolls"), sets (indicate "sets"), or assemblies (indicate "assy."). Indicate other units of length (e.g., meters or "m" for hose) and volume (e.g., "tank" for acetylene tank refills and "gal" for paints), whichever is applicable. For the outsourced jobs, indicate "job" as the unit.
- 3. Under Column "Description", indicate the maintenance parts and consumables actually installed and used in the maintenance of the equipment. For the outsourced job, indicate the nature of work (e.g., tire change, vulcanizing, vehicle scanning, etc.) performed on the equipment.
- 4. Under Column "Cost (A)", indicate the corresponding cost of each part/consumable purchased and installed into the equipment. This maintenance cost shall be the actual cost, in Philippine Peso (PhP), of each unit of parts and consumables purchased as shown in the purchase receipt. Note that the cost for outsourced jobs should not be confused with the outsourced labor cost.

Column 10. Fuel, Oil and Lubricants Consumed

This column is divided into four (4) sub-columns. Fuel, oil and lubricants are petroleum products including fuel (e.g., gasoline or diesel), oil (e.g., engine oil (ordinary, synthetic, semi-synthetic, or special), gear oil, hydraulic oil, transmission oil, differential oil, etc.), fluids (e.g., brake fluid, power steering fluid, Automatic Transmission Fluid, etc.), coolants (e.g., radiator coolant), and grease (e.g., bearing grease (ordinary or synthetic), etc.).

- 1. Under Column "Type", indicate the type of petroleum products consumed. For the fuel, indicate whether it is Gasoline or Diesel. For the oil and lubricants, indicate the type of petroleum products used. Be guided by the types of petroleum products provided in the Legend Section of Form 1.
- 2. Under Column "Qty.", indicate the actual quantity of the fuel, oil and lubricants consumed. The fuel consumed shall be calculated by adding the beginning balance on tank and the volume of allocated fuel, and subtracting the result to the ending balance on tank. The indicated oil and lubricants shall be the actual volume consumed (e.g., a fraction of the total oil purchased as a result of top-ups).
- 3. Under Column "Unit", indicate the units of measurement for the fuel, oil and lubricants consumed. For the fuel, oil and coolant consumed, indicate the unit of volume expressed in liters (L). For the grease used, indicate the unit of mass expressed in kilograms (kg). For the fluid used, indicate the US equivalent unit of liquid measure of capacity expressed in pints (pt). Note that the US pint (i.e., equivalent to 0.473 L) should be indicated. Other brands of fluids with metric units shall be converted accordingly.

4. Under Column "Cost (B)", indicate the corresponding cost of fuel, oil and lubricants consumed. This operations and maintenance cost shall be the actual cost (in PhP) of each type of fuel and lubricants purchased as shown in the purchase receipt. For top-ups, the corresponding fractional cost of the petroleum product shall be indicated.

The fuel consumed shall be reflective of the actual utilization of the equipment. The oil and lubricants used shall be reflective of the actual PM, PdM and CM performed on the equipment. Corresponding operations and maintenance costs shall be strictly indicated. Non-reporting of monthly utilization and maintenance activities and associated costs for two (2) consecutive months shall be evaluated for issuance of EDO in accordance with Department Order No. 64, Series of 2016.

Column 11. Labor Cost (C)

This column monitors the cost of maintenance labor for each unit of equipment. It is divided into two (2) sub-columns.

- 1. Under Column "Admin.", indicate the labor cost for maintenance done in-house or by administration. This shall be calculated based on the actual salary, or a fraction thereof depending on the actual maintenance time, of mechanics and other maintenance personnel involved in the maintenance (PM, PdM or CM) of the equipment.
- 2. Under Column "Outsourced", indicate the labor cost for maintenance done at a qualified/accredited private shop. This shall be the actual cost (in PhP) of maintenance exclusive of the parts and consumables repaired/replaced/installed, and the fuel, oil and lubricants consumed during the performance of outsourced CM, i.e., it is solely the outsourced maintenance cost for labor. The outsourced labor cost shall be calculated by subtracting the total cost of parts, consumables and petroleum products from the total cost as shown in the maintenance receipt.

In any case, the labor cost should be reflective of the maintenance performed on the equipment. The administrative labor cost shall be reflective of either the PM, PdM or CM performed on the equipment. However, the outsourced labor cost shall only be reflective of the CM performed on the equipment since outsourcing of PM is not allowed. The outsourced labor for CMs includes machining, welding, vulcanizing, and the like. This column should not be confused with the "Maintenance Parts and Consumables Repaired/Replaced/Installed & Jobs Outsourced" column (e.g., outsourced vulcanizing labor should be indicated under this column for the repair of flat tires).

Column 12. Total Operations & Maintenance Cost (A) + (B) + (C)

Calculate the sum of "Cost (A)" under the "Maintenance Parts and Consumables Repaired/Replaced/Installed & Job Outsourced" column, "Cost (B)" under the "Fuel, Oil and Lubricants Consumed" column, and "Labor Cost (C)" for every unit of equipment. The total operations and maintenance cost (in PhP) shall be primarily dependent on the actual utilization of the equipment. In the least column, calculate and indicate the total operations and maintenance cost of each maintenance activity performed on every equipment.

Column 13. Remarks

The "Remarks" column indicates information critical to the management of equipment. This includes, for equipment without a DPWH Property Code Number, documents lacking for the documentation and inclusion of the equipment in the DPWH Book of Accounts.

In addition, equipment not being utilized for the whole reporting month should be remarked accordingly. This includes equipment under Statuses "A", "Cn", "Cj", "Dn", and "Dj".

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Further, equipment under Status "Cn" and "Cj" shall have their corresponding Work Order Number indicated under this column using the format indicated under Department Order No. 63, Series of 2016. There shall be an explanation for equipment under Status "Cn" for more than five (5) days, consecutive or accumulated, and for equipment under Status "Cj" for more than ten (10) days, consecutive or accumulated. Similarly, equipment under Status "Dn" and "Dj" for more than fifteen (15) days, consecutive or accumulated, shall be remarked explaining the delay.

ESPMUR - FORM 2

Column 1. DPWH Property Code No.

Indicate the equipment's DPWH Property Code Number provided by the BOE. In the absence of the DPWH Property Code Number, indicate the USN of the equipment. Equipment yet to be fully turned over shall be grouped and recorded at the last pages of ESPMUR Form 2.

Column 2. Government Plate No.

Indicate the equipment's Government Plate Number provided by the LTO. For equipment without a Government Plate Number, indicate the Private Plate Number (Green Plate). Otherwise, indicate the ESN of the equipment.

Column 3. Present Work Location

Indicate the latest location of work assignment of the equipment as shown in the Legend Section provided in the last page of Form 2. Locations may be at the Base or Area Shops, at the Field Offices, or at the DEOs. Modify the Legend Section of Form 2 and indicate the actual name of the Base and Area Shops as well as the DEOs and Field Offices where the equipment is currently deployed. Note that the location of the equipment may not be the same as that of the "End User Office" column, especially during times of calamity.

Column 4. End User Office

Indicate the Office accurate to the Division, in the case of the RO, and Section, in the case of the DEO, where the equipment is booked and issued. For easy identification, a Code is assigned to every Office within the reporting Region. The Codes are provided in the Legend Section of Form 2. The End User Office is otherwise called as the Office of Assignment or the Accountable Office. Modify the Legend Section of Form 2 and indicate the actual name of the AES and DEO where the equipment is issued.

Column 5. End User

Indicate the complete name and designation of the equipment end user. This is the official to whom the equipment is assigned thru a Property Acknowledgment Receipt (PAR), formerly known as Acknowledgment Receipt for Equipment (ARE).

ESPMUR - FORM 3

Column 1. DPWH Property Code No.

Indicate the equipment's DPWH Property Code Number provided by the BOE. In the absence of the DPWH Property Code Number, indicate the USN of the equipment. Equipment yet to be fully turned over shall be grouped and recorded at the last pages of ESPMUR Form 3.

Column 2. Government Plate No.

Indicate the equipment's Government Plate Number provided by the LTO. For equipment without a Government Plate Number, indicate the Private Plate Number (Green Plate). Otherwise, indicate the ESN of the equipment.

Column 3. End User Office

Indicate the Office accurate to the Division, in the case of the RO, and Section, in the case of the DEO, where the equipment is booked and issued. For easy identification, a Code is assigned to every Office within the reporting Region. The Codes are provided in the Legend Section of Form 3. Modify the Legend Section of Form 3 and indicate the actual name of the AES and DEO to which the equipment is issued.

Column 4. End User

Indicate the complete name and designation of the equipment end user. This is the official to whom the equipment is assigned thru a PAR.

Column 5. Location

Indicate the latest location of the unserviceable equipment. The location is the specific address where the unserviceable equipment may be found. It shall contain the Barangay and Municipality/City where the equipment is situated.

Column 6. Documentation Status

This column is divided into three (3) sub-columns. Put an "x" to indicate the status of the equipment as of the reporting month. Take note that the documentation status is progressive in nature. Only equipment included in the IIRUP shall be included in the lot of equipment with an approved Regional Disposal Committee (RDC) Resolution for disposal. Similarly, only equipment included in the lot with an approved RDC Resolution for disposal may be issued an approved Central Disposal Committee (CDC) Resolution for disposal.

- 1. Under Column "Included in the IIRUP", put an "x" to indicate that the disposal of the equipment has already been initiated. This means that the equipment has already been inspected in-house and recommended for disposal as evidenced by the IIRUP and other pertinent disposal documents.
- 2. Under Column "With an Approved RDC Resolution for Disposal", put an "x" to indicate that the equipment was already inspected, appraised and recommended by the RDC to be disposed.
- 3. Under Column "With an Approved CDC Resolution for Disposal", put an "x" to indicate that the equipment was already referred to the CDC, thru the BOE, and already appraised and recommended by the CDC to be disposed.

Column 7. Appraised Value (PhP)

Indicate the latest minimum price by which the equipment is to be bid out. For equipment already included in the IIRUP, this shall be the appraised value recommended by the in-house appraisers. For equipment with an approved RDC Resolution for disposal, this shall be the appraised value of the equipment as deliberated by the RDC and approved by the RD. Finally, for equipment with an approved CDC Resolution for disposal, this shall be the appraised value of the equipment as deliberated by the CDC and approved by the DPWH Secretary.

B. Filling Out the EDAUR

The EDAUR is composed of three (3) forms. Form 1 is used to record the status, demand requirements, actual utilization, fleet availability and equipment requirements in the Region

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for BHME. On the other hand, Form 2 is used to record the status, demand requirements, actual utilization, fleet availability and equipment requirements in the Region for QRE. Both Forms already provide equipment codes for the BHME and QRE to be monitored. It should be noted that equipment tagged as QRE are to be reported separately from the BHME. In other words, equipment identified as BHME shall be reported exclusively to avoid duplication of reports. Finally, Form 3 is used to record the benefits in terms of rentals each unit of equipment is supposed to be subjected to when utilized.

EDAUR - FORM 1

Column 1. HME (excl'ng QRE)

The following HME are already provided: road maintenance service vehicle (H1M), non-road maintenance service vehicle (H1), stake truck (H2), dump truck with a dump body capacity below 5 cu.m. (H3L), dump truck with a dump body capacity of 5 cu.m. and above (H3H), wheel-type hydraulic excavator (F17), front end loader with a bucket capacity below 1.7 cu.m. (L2L), front end loader with a bucket capacity of 1.7 cu.m. and above (L2H), loader-excavator (LX), road grader (N1), and vibratory road compactor (Z18). Note that equipment tagged as QRE shall be reported in EDAUR Form 2.

Column 2. Daily Status (cd)

The daily status for each BHME unit, excluding QRE, is the summation of the daily statuses for each respective sub-column indicated under the "Equipment Operational Status (cd)" column of ESPMUR Form 1. This column is divided into four (4) sub-columns.

- 1. Under Column "A", indicate the number of calendar days the equipment type (e.g., H1M, H1, H2, etc.) is operational but idle. This is the summation of the calendar days (i.e., under Status "A") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.
- 2. Under Column "B", indicate the number of calendar days the equipment type is operational and utilized. This is the summation of the calendar days (i.e., under Status "B") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.
- 3. Under Column "C", indicate the number of calendar days the equipment type is under active maintenance time regardless of the maintenance cost. This is the summation of the calendar days (i.e., under Statuses "Cn" and "Cj") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.
- 4. Under Column "D", indicate the number of calendar days the equipment type is awaiting repair regardless of the estimated maintenance cost. This is the summation of the calendar days (i.e., under Statuses "Dn" and "Dj") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.

For each equipment type, the sum of calendar days of the sub-columns of the same row is divisible by the number of calendar days for the reporting month.

Column 3. Fleet Status (units)

The fleet status monitors the actual number of BHME, excluding QRE, under a certain operational status as of the end of the reporting month. This column is divided into five (5) sub-columns.

All data indicated under the first four (4) sub-columns shall be reflective of the data indicated under the "Equipment Operational Status (cd)" column of ESPMUR Form 1. The first four (4) sub-columns is the respective sum of equipment units under a certain equipment type indicated in bold-face in ESPMUR Form 1. Each bold-faced entry under a certain status shall have a separate and distinct count. Essentially, the status of all

equipment units as of the last day of the reporting month is just summed up per equipment type.

The last sub-column shall be reflective of the data indicated in ESPMUR Form 3. This is essentially the number of unserviceable BHME units, excluding QRE, under a certain equipment type as of the last day of the reporting month.

- 1. Under Column "A", indicate the number of units under a certain equipment type which fell under the "operational but idle" status.
- 2. Under Column "B", indicate the number of units under a certain equipment type which fell under the "operational and utilized" status.
- 3. Under Column "C", indicate the number of units under a certain equipment type which fell under the "under active maintenance time" status.
- 4. Under Column "D", indicate the number of units under a certain equipment type which fell under the "awaiting repair" status.
- 5. Under Column "E", indicate the number of units under a certain equipment type which fell under the "unserviceable" status.

Column 4. Demand Requirements (days)

This column monitors the monthly equipment demand of the DEO. Demand Requirements should not be confused with equipment supplied. In other words, this column accounts for the number of days an equipment type is needed by the requisitioning DEO. It is divided into five (5) sub-columns.

- 1. Under Column "Reg. Insp'n", indicate the number of days demanded for the inspection of roads and bridges. This column is solely for road maintenance service vehicles (H1M) and non-road maintenance service vehicles (H1). Under Department Order No. 41, Series of 2016, inspection of roads and bridges shall be conducted at least twice a week by the Maintenance Point Persons (MPPs). The demanded days for MPPs shall be logged under the H1M row. Under the same Department Order, the DME shall assign technical personnel to regularly conduct actual field inspections to validate the reports of the MPPs. The demanded days for these technical personnel shall be logged under the H1 row.
- 2. Under Column "Quinc'l Sched.", indicate the number of days scheduled for the maintenance and repair of roads. This column is reflected in the Quincenal/Semimonthly Work Schedule prepared each quincena for each DEO during a scheduling meeting three (3) to four (4) days prior to the beginning of the scheduling period.
- 3. Under Column "RIE (maint.)", indicate the number of days an equipment type is requested for the maintenance and repair of roads. This should be reflective of the "Requisition Period" column under the RIE Form. Only those equipment available for issuance as certified by the concerned Chief, AES, recommended by the Chief, EMD and approved for issuance by the RD shall be included in this column.
- 4. Under Column "LEL (maint.)", indicate the number of days an equipment type is leased from private lessors for the maintenance and repair of roads. This should be reflective of the "Date/s Leased" column under the LEL Form. The LEL is supported by the RIE. Hence, equipment unavailable for issuance as certified by the concerned Chief, AES, recommended by the Chief, EMD and approved by the RD shall be accounted for in this column. However, only those equipment actually leased shall be considered as part of the demand.
- 5. Under Column "Total", indicate the total demanded days for each BHME excluding those tagged as QRE. This is the sum of the first four (4) sub-columns, i.e., "Reg. Insp'n" column, "Quinc'l Sched." column, "RIE (maint.)" column, and "LEL (maint.)" column.

Column 5. Actual Utilization (kms/hrs)

Indicate the actual hours operated or actual distance travelled, whichever is applicable, for each type of equipment. The actual utilization shall be reflective of the difference of the recorded current utilization for the reporting month and the recorded previous utilization for the preceding month as indicated under Column "Actual Utilization (kms/hrs)" in ESPMUR Form 1. For each equipment type, calculate the sum of the actual utilization of every equipment unit under that type. Essentially, this is the combined utilization of all equipment units under a certain equipment type as of the reporting month.

Column 6. Unit Benchmark Utilization

This is predetermined and shall serve as a guide for the benchmark utilization each equipment unit is expected to attain every month. Under Department Order No. 64, Series of 2016, the BOE shall review the applicability of the annual benchmark utilization and update it every three (3) years.

Column 7. Monthly Benchmark Utilization (kms/hrs)

Calculate the utilization each equipment type is expected to provide. This is equal to the quotient of the product of Column "Unit Benchmark Utilization" (designated as "[K]") and Sub-Column "B" (designated as "[B]") under Column "Daily Status (cd)", and the number "22" which corresponds to the average working days in a month. This column considers the number of units under the "operational and utilized" status by accounting for the number of days each unit fell under Status "B", considering 22 working days.

Column 8. Fleet Availability and Utilization

This is the heart of the EDAUR. It measures the proportion of time for which an equipment type is available for use, and the proportion of time in which the equipment is actually used relative to an established benchmark. It is divided into two (2) sub-columns.

- 1. Under Column "% Availability", indicate the actual ability of each equipment type to be available by dividing the total up time in days over the sum of the total up time and total down time, both in days, and multiplying the quotient by 100%.
- 2. Under Column "% Utilization", indicate the actual rate of utilization of each equipment type by dividing the actual utilization (in kms or hrs) over the monthly benchmark utilization (in kms or hrs), and multiplying the quotient by 100%.

Column 9. Fleet Requirements

This column suggests the actual fleet requirements of the DEO based on its capacity to meet its monthly road maintenance programs. It is divided into three (3) sub-columns.

- 1. Under Column "% Demand", indicate the operational ability of each equipment type to meet the demand requirements of the DEO. It is the quotient of the number of days each equipment type is under the "operational and utilized" status over the total number of days demanded for each equipment type.
- Under Column "No. of Units 10 y/o & below", indicate the total number of units under an equipment type whose acquisition year as reflected in the PAR is within ten (10) years reckoning the reporting month. This column only includes operational and non-operational units. Unserviceable units shall not be considered in the calculation.
- 3. Under Column "No. of Units 20 y/o & above", indicate the total number of units under an equipment type whose acquisition year as reflected in the PAR is twenty (20) years and beyond reckoning the reporting month. This column only includes operational and non-operational units. Unserviceable units shall not be considered in the calculation.

EDAUR - FORM 2

Column 1. QRE

The following QRE are already provided: road maintenance service vehicle (H1M), non-road maintenance service vehicle (H1), stake truck (H2), dump truck with a dump body capacity below 5 cu.m. (H3L), dump truck with a dump body capacity of 5 cu.m. and above (H3H), maintenance shop truck (H7), truck mounted flood mitigation equipment (H17) with a separate column for the utilization of its generator-pump assembly (H17P), wheel-type hydraulic excavator (F17), front end loader with a bucket capacity below 1.7 cu.m. (L2L), front end loader with a bucket capacity of 1.7 cu.m. and above (L2H), loader-excavator (LX), road grader (N1), and chainsaw (T1).

Column 2. Daily Status (cd)

The daily status for each QRE unit is the summation of the daily statuses for each sub-column indicated under the "Equipment Operational Status (cd)" column of ESPMUR Form 1. This column is divided into four (4) sub-columns.

- 1. Under Column "A", indicate the number of calendar days the equipment type (e.g., H1M, H1, H2, etc.) is operational but idle. This is the summation of the calendar days (i.e., under Status "A") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.
- 2. Under Column "B", indicate the number of calendar days the equipment type is operational and utilized. This is the summation of the calendar days (i.e., under Status "B") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.
- 3. Under Column "C", indicate the number of calendar days the equipment type is under active maintenance time regardless of the maintenance cost. This is the summation of the calendar days (i.e., under Statuses "Cn" and "Cj") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.
- 4. Under Column "D", indicate the number of calendar days the equipment type is awaiting repair regardless of the estimated maintenance cost. This is the summation of the calendar days (i.e., under Statuses "Dn" and "Dj") indicated in the ESPMUR Form 1 for all equipment units under the same equipment type.

For each equipment type, the sum of calendar days of the sub-columns of the same row is divisible by the number of calendar days for the reporting month.

Column 3. Fleet Status (units)

The fleet status monitors the actual number of QRE under a certain operational status as of the end of the reporting month. This column is divided into five (5) sub-columns.

All data indicated under the first four (4) sub-columns shall be reflective of the data indicated under the "Equipment Operational Status (cd)" column of ESPMUR Form 1. The first four (4) sub-columns is the respective sum of equipment units under a certain equipment type indicated in bold-face in ESPMUR Form 1. Each bold-faced entry under a certain status shall have a separate and distinct count. Essentially, the status of each equipment unit as of the last day of the reporting month is just summed up per equipment type.

The last sub-column shall be reflective of the data indicated in ESPMUR Form 3. This is essentially the number of unserviceable QRE units under a certain equipment type as of the last day of the reporting month.

1. Under Column "A", indicate the number of units under a certain equipment type which fell under the "operational but idle" status.

- 2. Under Column "B", indicate the number of units under a certain equipment type which fell under the "operational and utilized" status.
- 3. Under Column "C", indicate the number of units under a certain equipment type which fell under the "under active maintenance time" status.
- 4. Under Column "D", indicate the number of units under a certain equipment type which fell under the "awaiting repair" status.
- 5. Under Column "E", indicate the number of units under a certain equipment type which fell under the "unserviceable" status.

Column 4. Demand Requirements (days)

This column monitors the monthly equipment demand of the DEO. Demand Requirements should not be confused with equipment supplied. In other words, this column accounts for the number of days an equipment type is needed by the requisitioning DEO. It is divided into three (3) sub-columns.

- 1. Under Column "RIE (calamity)", indicate the number of days an equipment type is requested in preparation (e.g., pre-positioning before the onslaught of a typhoon) and response (e.g., clearing operations) to disaster, calamity and other emergency-related situations. This should be reflective of the "Requisition Period" column under the RIE Form. Only those equipment available for issuance as certified by the concerned Chief, AES, recommended by the Chief, EMD and approved for issuance by the RD shall be included in this column.
- 2. Under Column "LEL (calamity)", indicate the number of days an equipment type is leased from private lessors for the clearing operations of roads during and after the onslaught of a disaster. This should be reflective of the "Date/s Leased" column under the LEL Form. The LEL is supported by the RIE. Hence, equipment unavailable for issuance as certified by the concerned Chief, AES, recommended by the Chief, EMD and approved by the RD shall be accounted for in this column. However, only those equipment actually leased shall be considered as part of the demand.
- 3. Under Column "Total", indicate the total demanded days for each QRE. This is the sum of the first two (2) sub-columns, i.e., "RIE (calamity)" column and "LEL (calamity)" column.

Column 5. Actual Utilization (kms/hrs)

Indicate the actual hours operated or actual distance travelled, whichever is applicable, for each type of equipment. The actual utilization shall be reflective of the difference of the recorded current utilization for the reporting month and the recorded previous utilization for the preceding month as indicated under Column "Actual Utilization (kms/hrs)" in ESPMUR Form 1. For each equipment type, calculate the sum of the actual utilization of all equipment units under that type. Essentially, this is the combined utilization of all units of QRE under a certain equipment type as of the reporting month.

Column 6. Unit Benchmark Utilization

This is predetermined and shall serve as a guide for the benchmark utilization each unit of QRE is expected to attain every month.

Column 7. Monthly Benchmark Utilization (kms/hrs)

Calculate the utilization each equipment type is expected to provide. This is equal to the quotient of the product of Column "Unit Benchmark Utilization" (designated as "[I]") and Sub-Column "B" (designated as "[B]") under Column "Daily Status (cd)", and the number "22" which corresponds to the average working days in a month. This column considers the number of units under the "operational and utilized" status by accounting for the number of days each unit fell under Status "B", considering 22 working days.

Column 8. Fleet Availability and Utilization

This column measures the proportion of time for which an equipment type is available for use, and the proportion of time in which the equipment is actually used relative to an established benchmark. It is divided into two (2) sub-columns.

- 1. Under Column "% Availability", indicate the actual probability for each equipment type to be available by dividing the total up time in days over the sum of the total up time and total down time, both in days, and multiplying the quotient by 100%.
- 2. Under Column "% Utilization", indicate the actual rate of utilization of each equipment type by dividing the actual utilization (in kms or hrs) over the monthly benchmark utilization (in kms or hrs), and multiplying the quotient by 100%.

Column 9. Fleet Requirements

This column suggests the actual fleet requirements of the DEO based on its ability to respond to calamity and other emergency-related situations. It is divided into three (3) sub-columns.

- 1. Under Column "% Demand", indicate the operational ability of each equipment type to meet the demand requirements of the DEO. It is the quotient of the number of days each equipment type is under the "operational and utilized" status and the total number of days demanded for each equipment type.
- 2. Under Column "No. of Units 10 y/o & below", indicate the total number of units under an equipment type whose acquisition year as reflected in the PAR is within ten (10) years reckoning the reporting month. This column only includes operational and non-operational units. Unserviceable units shall not be considered in the calculation.
- 3. Under Column "No. of Units 20 y/o & above", indicate the total number of units under an equipment type whose acquisition year as reflected in the PAR is twenty (20) years and beyond reckoning the reporting month. This column only includes operational and non-operational units. Unserviceable units shall not be considered in the calculation.

EDAUR - FORM 3

Column 1. DPWH Property Code No.

Indicate the equipment's DPWH Property Code Number provided by the BOE. In the absence of the DPWH Property Code Number, indicate the USN of the equipment. Equipment yet to be fully turned over shall be grouped and recorded at the last pages of ESPMUR Form 2.

Column 2. Government Plate No.

Indicate the equipment's Government Plate Number provided by the LTO. For equipment without a Government Plate Number, indicate the Private Plate Number (Green Plate). Otherwise, indicate the ESN of the equipment.

Column 3. SE/ME

Indicate whether the equipment is a Specialized Equipment (SE) or a Miscellaneous Equipment (ME). The following types of SE and ME are provided in the Legend Section of EDAUR Form 3. These equipment have relatively seasonal utilization and thus, pooled at the RO's Base and Area Shops, whichever is applicable, and shall be assigned to DEOs on a shared-use basis.

Column 4. Daily Status (cd)

The daily status for each unit of equipment may be extracted from the "Equipment Operational Status (cd)" column of ESPMUR Form 1. This column, however, is divided into four (4) sub-columns.

- 1. Under Column "A", indicate the number of calendar days the equipment is operational but idle.
- 2. Under Column "B", indicate the number of calendar days the equipment is operational and utilized.
- 3. Under Column "C", indicate the number of calendar days the equipment is under active maintenance time regardless of the maintenance cost. This is the sum of the calendar days under Statuses "Cn" and "Cj" indicated under the "Equipment Operational Status (cd)" column of ESPMUR Form 1.
- 4. Under Column "D", indicate the number of calendar days the equipment is awaiting repair regardless of the estimated maintenance cost. This is the sum of the calendar days under Statuses "Dn" and "Dj" indicated under the "Equipment Operational Status (cd)" column of ESPMUR Form 1.

Column 5. Acquisition Information

This column takes note of the key parameters in the acquisition of the equipment. This column shall be supported by the PAR. It is divided into two (2) sub-columns.

- 1. Under Column "Acquisition Cost (PhP)", indicate the amount (in PhP) of the equipment as reflected in the "Amount" Column of the PAR. There shall be no equipment unit without a DPWH Property Code Number. Hence, all Heads of Offices are enjoined to expedite booking up of equipment in the DPWH Book of Accounts and have all equipment issued with a DPWH Property Code Number.
- 2. The "Date of Acquisition" column is divided into three (3) sub-columns. Indicate the exact date the equipment was acquired as reflected in the "Date Acquired" Column of the PAR. The date of acquisition shall be indicated in the given format.

Column 6. Fully Maintained Rental Rate (PhP/mo)

Indicate the current rental rate of the equipment unit using the latest existing DPWH formula. Rental schedules should be the same as that computed by the BOE. The fully maintained rental rate is currently calculated using the formula provided in Department Order No. 3, Series of 2010. Adopt the monthly fully maintained rental rate using 8 hrs/day and 22 days/mo.

Column 7. Benefits

This column monitors the savings incurred by the DPWH from owning an equipment. It gives us the financial savings incurred from the utilization of each equipment unit, instead of outsourcing or leasing them from private lessors. It is divided into three (3) sub-columns.

- 1. Under Column "Supposed-to-be Rentals", indicate the savings the DPWH could possibly make thru rentals. This shall be calculated by multiplying the current rental rate by the number of days the equipment is operational, and dividing the product by the number "30" to consider an average of 22 working days and 8 calendar days during weekends. The "idle" time is still considered as a means to take into account the benefit of being able to tap available and operational equipment any time.
- 2. Under Column "Admin. Labor Cost", indicate the cost of labor for the equipment's maintenance done in-house or by administration. This shall be the same as that of the data indicated under the "Admin." sub-column of the "Labor Cost (C)" column of ESPMUR Form 1.

3. Under Column "TOTAL (PhP)", indicate the total benefits incurred by the DPWH. This shall be the sum of the "Supposed-to-be Rentals" column and the "Admin. Labor Cost" column.

Column 8. Disbenefit (PhP)

This column takes into consideration the wasted opportunity, coined as "disbenefit", for owning a non-operational equipment. It shall be calculated by multiplying the current rental rate by the number of days the equipment is non-operational, and dividing the product by the number "30" to consider an average of 22 working days and 8 calendar days during weekends.

Column 9. Cost

This column keeps track of the ownership cost in terms of the operations and maintenance of each equipment unit. It is divided into two (2) sub-columns.

- Under Column "Total Operations and Maintenance Cost", indicate the total operations and maintenance cost incurred by each equipment unit during the reporting month. This is the same as that of the data indicated under the "Total Operations & Maintenance Cost (A) + (B) + (C)" column of ESPMUR Form 1.
- 2. Under Column "TOTAL (PhP)", indicate the total ownership cost of each equipment unit. This shall be calculated by subtracting the "Admin. Labor Cost" column which is considered as a savings rather than a cost, from the "Total Operations and Maintenance Cost".

Column 10. Benefit/Cost Ratio

This column gives us an idea of how cost-effective each unit of equipment is during the reporting month. It considers three (3) factors: benefits provided, disbenefits obtained, and cost incurred. It shall be calculated by dividing the total benefits by the sum of the disbenefits and total cost. The ideal ratio should be greater than two (2).

Column 11. Projected Payback Period (yrs)

This column gives us a monthly projection of the time it takes to recover the costs of owning and maintaining an equipment assuming constant utilization and costs given during the reporting month. It also shows, given the age of the equipment, whether or not the costs incurred are already recovered. It shall be calculated by dividing the acquisition cost by the product of the number "12" to consider 12 mos/yr and the difference of the cash inflows and the cash outflows. A negative payback period entails that the equipment incurs cost more than it hypothetically (with the recent suspension of leasing in the DPWH) provides. A significantly long payback period entails that the equipment is underutilized. The ideal payback period should be less than the estimated economic life of the equipment.



EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT

FORM 1

For the month of _____, CY _____

DPWH Property	Government	HME	DRE	Actual Utilizat	ion (kms/hrs)	l Condition	Equi	ipment itional	Opera N	ntional	Status	(cd) al	Maintenance	Mai Repa	ntenan ired/Re	ce Parts/Consum eplaced/Installed a Outsourced	ables & Jobs	Fuel	, Oil ar Cons	nd Lubr sumed	icants	Labor C	cost(C)	Total Operations & Maintenance Cost	Remarks
Code No.	Plate No.	8		Previous Reading	Present Reading	Physica	A	В	Cn	Cj	Dn	Dj	Туре	Qty.	Unit	Description	Cost (A)	Туре	Qty.	Unit	Cost (B)	Admin.	Outsourced	(A)+(B)+(C)	
			-																						
												-										Т	OTAL COST		
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EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT FORM 1: LEGEND SECTION Always attach the Legend Section at the last page of the ESPMUR Form 1

Equipment vet to be assigned with DPWH Property Code Number shall be grouped and reported at the last pages of ESPMUR Form 1. Indicate the Unit Serial Number in the absence of the DPWH Property Code Number. Remark the lacking pertinent documents. Indicate the Private Plate Number (Green Plate) or the Engine Serial Number in the absence of the Government Plate Number.

Physical Condition

- VG Very Good. Equipment ten (10) y/o & below and has undergone scheduled PM/PdM with no CM.
- G Good. Equipment ten (10) y/o & below and has undergone at most one (1) CM. Otherwise, Fair.
- F Fair. Equipment more than ten (10) y/o and under non-operational status below ten (10) days.
- P Poor. Equipment more than ten (10) y/o and under non-operational status for at least ten (10) days.
- S Scrap. Equipment twenty (20) y/o & above and under Status "Dj" for the entire month.

Dilapidated equipment shall be rated not higher than P. Untidy/messy equipment shall be rated not higher than F.

Maintenance Type

Stage 1 - Indicate for performed PM1 at 1,000 kms or 50 hours Stage 2 - Indicate for performed PM1 at 2,000 kms or 100 hours Stage 3 - Indicate for performed PM1 at 3,000 kms or 150 hours Stage 4 - Indicate for performed PM1 at 4,000 kms or 200 hours Stage 5 - Indicate for performed PM2 at 5,000 kms or 250 hours Stage 6 - Indicate for performed PM1 at 6,000 kms or 300 hours Stage 7 - Indicate for performed PM1 at 7,000 kms or 350 hours Stage 8 - Indicate for performed PM1 at 8,000 kms or 400 hours Stage 9 - Indicate for performed PM1 at 9,000 kms or 450 hours Stage 10 - Indicate for performed PM3 at 10,000 kms or 500 hours Stage 11 - Indicate for performed PM1 at 11,000 kms or 550 hours Stage 12 - Indicate for performed PM1 at 12,000 kms or 600 hours Stage 13 - Indicate for performed PM1 at 13,000 kms or 650 hours

Equipment Operational Status A 1.41.

A - Idle	Cn - Under Minor Active Maintenance Time	Dn - Awaiting Minor Repair
B - Utilized	Cj - Under Major Active Maintenance Time	Dj - Awaiting Major Repair
The limits for reimburse	ments under DO 123, S. 2015 delineates the Minor from the N	lajor Repair.

Types of Petroleum Products (Fuel, Oil and Lubricants Consumed)

Dsl - Blended Diesel Fuel	GOB - Ordinary Bearing Grease
Gas - Blended Gasoline Fuel	GSB - Synthetic Bearing Grease
OOrd - Ordinary Engine Oil	FBrk - Brake Fluid
OSem - Semi-synthetic Engine Oil	FPow - Power Steering Fluid
OSpl - Special Engine Oil	DO - Differential Oil
OSyn - Synthetic Engine Oil	GO - Gear Oil
ATF - Automatic Transmission Fluid	TO - Transmission Oil
Cool - Coolant	HO - Hydraulic Oil
Note: 1 pint = 0,473 L	

Prepared by:

Verified by:

CM - Indicate for minor CM performed

CP - Indicate for major CM performed

Stage 14 - Indicate for performed PM1 at 14,000 kms or 700 hours

Stage 15 - Indicate for performed PM2 at 15,000 kms or 750 hours

Stage 16 - Indicate for performed PM1 at 16,000 kms or 800 hours

Stage 17 - Indicate for performed PM1 at 17,000 kms or 850 hours

Stage 18 - Indicate for performed PM1 at 18,000 kms or 900 hours

Stage 19 - Indicate for performed PM1 at 19,000 kms or 950 hours

PMX - Indicate for performed PM to replace slow-wearing parts

PdM - Indicate for performed PdM, e.g., oil analysis, etc.

XM - Indicate for Express Maintenance performed

Stage 20 - Indicate for performed PM4 at 20,000 kms or 1,000 hours

PI - Indicate for outsourced CM performed at qualified/accredited private shops

Submitted by:

(NAME) (Position)

(NAME) (Position) (NAME) (Position)



EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT

FORM 2

For the month of _____, CY ____

DPWH Property Code No.	Government Plate No.	Present Work Location	End User Office	End User

EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT FORM 2: LEGEND SECTION

Always attach the Legend Section at the last page of the ESPMUR Form 2

Equipment yet to be assigned with DPWH Property Code Number shall be grouped and reported at the last pages of ESPMUR Form 2. Indicate the Unit Serial Number in the absence of the DPWH Property Code Number. Indicate the Private Plate Number (Green Plate) or the Engine Serial Number in the absence of the Government Plate Number.

Present Work Location	End User Office		
B0 - Base Shop	ORD - Office of the Regional Director	ODEbb - Office of the District Engineer 2	ODEee - Office of the District Engineer 5
A1 - AES 1	PDD - Planning and Design Division	PDSbb - Planning and Design Section 2	PDSee - Planning and Design Section 5
A2 - AES 2	CD - Construction Division	CSbb - Construction Section 2	CSee - Construction Section 5
A3 - AES 3	MD - Maintenance Division	MSbb - Maintenance Section 2	MSee - Maintenance Section 5
A4 - AES 4	QAHD - Quality Assurance and Hydrology Division	QASbb - Quality Assurance Section 2	QASee - Quality Assurance Section 5
A5 - AES 5	ADM - Administrative Division	ASbb - Administrative Section 2	ASee - Administrative Section 5
AA - DEO 1	FMD - Financial Management Division	FMSbb - Financial Management Section 2	FMSee - Financial Management Section 5
BB - DEO 2	EMD - Equipment Management Division	ODEcc - Office of the District Engineer 3	ODEff - Office of the District Engineer 6
CC - DEO 3	A1 - Area Equipment Section 1	PDScc - Planning and Design Section 3	PDSff - Planning and Design Section 6
DD - DEO 4	A2 - Area Equipment Section 2	CScc - Construction Section 3	CSff - Construction Section 6
EE - DEO 5	A3 - Area Equipment Section 3	MScc - Maintenance Section 3	MSff - Maintenance Section 6
FF - DEO 6	A4 - Area Equipment Section 4	QAScc - Quality Assurance Section 3	QASff - Quality Assurance Section 6
GG - DEO 7	A5 - Area Equipment Section 5	AScc - Administrative Section 3	ASff - Administrative Section 6
F1 - Field Office 1	A6 - Area Equipment Section 6	FMScc - Financial Management Section 3	FMSff - Financial Management Section 6
F2 - Field Office 2	ODEaa - Office of the District Engineer 1	ODEdd - Office of the District Engineer 4	ODEgg - Office of the District Engineer 7
F3 - Field Office 3	PDSaa - Planning and Design Section 1	PDSdd - Planning and Design Section 4	PDSgg - Planning and Design Section 7
F4 - Field Office 4	CSaa - Construction Section 1	CSdd - Construction Section 4	CSgg - Construction Section 7
F5 - Field Office 5	MSaa - Maintenance Section 1	MSdd - Maintenance Section 4	MSgg - Maintenance Section 7
F6 - Field Office 6	QASaa - Quality Assurance Section 1	QASdd - Quality Assurance Section 4	QASgg - Quality Assurance Section 7
F7 - Field Office 7	ASaa - Administrative Section 1	ASdd - Administrative Section 4	ASgg - Administrative Section 7
Indicate the actual name of Base Shops, Area Shops,	FMSaa - Financial Management Section 1	FMSdd - Financial Management Section 4	FMSgg - Financial Management Section 7
DEOs and Field Offices in the Legend Section.	Indicate the actual name of Area Equipment Sections and Sections of	of DEOs to which the equipment is booked thru a PAR.	

Prepared by:

Verified by:

Submitted by:

(NAME) (Position) (NAME) (Position)



EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT

FORM 3

For the month of _____, CY ____

						Documentation Status		
DPWH Property Code No.	Government Plate No.	End User Office	End User	Location	Included in the IIRUP	With an Approved RDC Resolution for Disposal	With an Approved CDC Resolution for Disposal	Appraised Value (PhP)
	-							

EQUIPMENT STATUS. PREVENTIVE MAINTENANCE AND UTILIZATION REPORT FORM 3: LEGEND SECTION Always attach the Legend Section at the last page of the ESPMUR Form 3

Equipment yet to be assigned with DPWH Property Code Number shall be grouped and reported at the last pages of ESPMUR Form 3. Indicate the Unit Serial Number in the absence of the DPWH Property Code Number. Indicate the Private Plate Number (Green Plate) or the Engine Serial Number in the absence of the Government Plate Number.

End User Office

ORD - Office of the Regional Director PDD - Planning and Design Division CD - Construction Division MD - Maintenance Division QAHD - Quality Assurance and Hydrology Division ADM - Administrative Division FMD - Financial Management Division EMD - Equipment Management Division A1 - Area Equipment Section 1 A2 - Area Equipment Section 2 A3 - Area Equipment Section 3 A4 - Area Equipment Section 4 A5 - Area Equipment Section 5 A6 - Area Equipment Section 6 ODEaa - Office of the District Engineer 1 PDSaa - Planning and Design Section 1 CSaa - Construction Section 1 MSaa - Maintenance Section 1 QASaa - Quality Assurance Section 1 ASaa - Administrative Section 1 FMSaa - Financial Management Section 1

ODEbb - Office of the District Engineer 2 PDSbb - Planning and Design Section 2 CSbb - Construction Section 2 MSbb - Maintenance Section 2 QASbb - Quality Assurance Section 2 ASbb - Administrative Section 2 FMSbb - Financial Management Section 2 ODEcc - Office of the District Engineer 3 PDScc - Planning and Design Section 3 CScc - Construction Section 3 MScc - Maintenance Section 3 QAScc - Quality Assurance Section 3 AScc - Administrative Section 3 FMScc - Financial Management Section 3 ODEdd - Office of the District Engineer 4 PDSdd - Planning and Design Section 4 CSdd - Construction Section 4 MSdd - Maintenance Section 4 QASdd - Quality Assurance Section 4 ASdd - Administrative Section 4 FMSdd - Financial Management Section 4 Indicate the actual name of AESs and DEOs to which the equipment is booked thru a PAR.

ODEee - Office of the District Engineer 5 PDSee - Planning and Design Section 5 CSee - Construction Section 5 MSee - Maintenance Section 5 QASee - Quality Assurance Section 5 ASee - Administrative Section 5 FMSee - Financial Management Section 5 ODEff - Office of the District Engineer 6 PDSff - Planning and Design Section 6 CSff - Construction Section 6 MSff - Maintenance Section 6 QASff - Quality Assurance Section 6 ASff - Administrative Section 6 FMSff - Financial Management Section 6 ODEgg - Office of the District Engineer 7 PDSgg - Planning and Design Section 7 CSgg - Construction Section 7 MSgg - Maintenance Section 7 QASgg - Quality Assurance Section 7 ASag - Administrative Section 7 FMSgg - Financial Management Section 7

ODEhh - Office of the District Engineer 8 PDShh - Planning and Design Section 8 CShh - Construction Section 8 MShh - Maintenance Section 8 QAShh - Quality Assurance Section 8 AShh - Administrative Section 8 FMShh - Financial Management Section 8 ODEii - Office of the District Engineer 9 PDSii - Planning and Design Section 9 CSii - Construction Section 9 MSii - Maintenance Section 9 QASii - Quality Assurance Section 9 ASii - Administrative Section 9 FMSii - Financial Management Section 9 ODEjj - Office of the District Engineer 10 PDSjj - Planning and Design Section 10 CSij - Construction Section 10 MSij - Maintenance Section 10 QASii - Quality Assurance Section 10 ASii - Administrative Section 10 FMSji - Financial Management Section 10

Prepared by:

Verified by:

Submitted by:

(NAME)

(Position)

(NAME) (Position)



EQUIPMENT DEMAND, AVAILABILITY AND UTILIZATION REPORT FORM 1

For the month of _____, CY ____

HME	D	aily St	atus (c	:d)	F	Fleet S	Status	s (unit	s)		Demar	nd Requ	rements	(days)	Actual Utili (kms/hi	zation rs)	Unit	Monthly Benchmark	Fleet Availability and	Utilization	Fle	et Requireme	ents
(excl'ng QRE)	A	В	С	D	A	В	С	D	E	Reg. Insp'n	Quinc'l Sched.	RIE (maint.)	LEL (maint.)	Total	Utilization	Unit	Utilization	Utilization (kms/hrs)	% Availability	% Utilization	% Demand	No. of Units 10 y/o &	No. of Units 20 y/o &
	[A]	[B]	[C]	[D]						[E]	[F]	[G]	[H]	[I]=E+F+G+H	[J]		[K]	[L]=K*B/22	[M]=(A+B)/(A+B+C+D)	[N]=J/L	[O]=B/I	below	above
H1M																km	1,334 km/unit						
H1																km	834 km/unit						
H2																km	625 km/unit						
H3L																km	1,250 km/unit						
НЗН																km	1,667 km/unit						
F17																hrs	42 hrs/unit						
L2L										N/A						hrs	42 hrs/unit						
L2H																hrs	42 hrs/unit						
LX																hrs	50 hrs/unit						
N1																hrs	42 hrs/unit						
Z18																hrs	32 hrs/unit						

Note: The Highway Maintenance Equipment (HME) fleet shall be reported separately from the Quick Response Equipment (QRE) fleet. Use Form 1 for the HME excluding the QRE.

Prepared by:

Verified by:

Submitted by:

(NAME)

4

(Position)

(NAME) (Position)



EQUIPMENT DEMAND, AVAILABILITY AND UTILIZATION REPORT FORM 2

For the month of _____, CY _____

	Da	ily St	atus (cd)	F	leet S	Status	(units	s)	Demar	nd Requirements ((days)	Actual Utiliz (kms/hr	zation s)	Unit	Monthly Benchmark	Fleet Availability and	Utilization	Fle	eet Requireme	ents
QRE	A	В	С	D	А	В	С	D	E	RIE (calamity)	LEL (calamity)	Total	Utilization	Unit	Utilization	Utilization (kms/hrs)	% Availability	% Utilization	% Demand	No. of Units 10 y/o &	No. of Units 20 y/o &
	[A]	[B]	[C]	[D]						[E]	[F]	[G]=E+F	[H]		[1]	[J]=I*B/22	[K]=(A+B)/(A+B+C+D)	[L]=H/J	[M]=B/G	below	above
H1M														km	1,334 km/unit						
H1														km	834 km/unit						
H2														km	625 km/unit						
H3L														km	1,250 km/unit						
НЗН														km	1,667 km/unit						
H7														km	50 km/unit						
H17														km	50 km/unit						
H17P														hrs	5 hrs/unit						
F17														hrs	42 hrs/unit						
L2L														hrs	42 hrs/unit						
L2H														hrs	42 hrs/unit						
LX														hrs	50 hrs/unit						
N1														hrs	42 hrs/unit						
T1														hrs	5 hrs/unit						

Note: The actual utilization of QRE shall be the recorded regardless of the purpose of utilization, either for quick response or for road maintenance.

Prepared by:

Verified by:

Submitted by:

(NAME) (Position) (NAME) (Position)



EQUIPMENT DEMAND, AVAILABILITY AND UTILIZATION REPORT FORM 3

For the month of _____, CY ____

			Da	aily St	atus (cd)	Acquisition	Inform	natio	n	Fully Maintained		Benefits			Cost		D (110)	Projected
DPWH Property Code No	Government Plate No.	SE/ ME	A	В	С	D	Acquisition Cost (PhP)	A	Date Acquis	e of sition	Rental Rate (PhP/mo)	Supposed-to-be Rentals	Admin. Labor Cost	TOTAL (PhP)	Disbenefit (PhP)	Total Operations and Maintenance Cost	TOTAL (PhP)	Ratio	Payback Period (yrs)
Code No.			[A]	[B]	[C]	[D]	[E]	mm	dd	уууу	[F]	[G]=F*(A+B)/30	[H]	[I]=G+H	[J]=F*(C+D)/30	[K]	[L]=K-H	[M]=I/(J+L)	[N]=E/[12*(G-L)]

EQUIPMENT DEMAND, AVAILABILITY AND UTILIZATION REPORT FORM 3: LEGEND SECTION

Always attach the Legend Section at the last page of the EDAUR Form 3

Equipment yet to be assigned with DPWH Property Code Number shall be grouped and reported at the last pages of EDAUR Form 3. Indicate the Unit Serial Number in the absence of the DPWH Property Code Number. Indicate the Private Plate Number (Green Plate) or the Engine Serial Number in the absence of the Government Plate Number.

• SE/ME	Daily Status	Fully Operated Rental Rate
The following are considered Specialized Equipment per DO 64, S. 2016.	A - Idle	The latest existing DPWH formula may be retrieved from DO 3, S. 2010.
Air Compressor (A1)	B - Utilized	
Prime Mover (H4) with Trailer (J1)	C - Under Active Maintenance Time	
Water Tank Truck (H6)	D - Awaiting Repair	Benefit/Cost Ratio
Maintenance Shop Truck (H7)		The ideal B/C Ratio should be greater than two (2).
Street Sweeper (H20)		
Generator Set (G1)		
Trailer Mounted Tower Floodlighting Equipment (J6)		Projected Payback Period
Traffic Lane Marker (Z15)		Negative payback period entails that the equipment incurs cost more than it provides.
Pavement Marking Remover (Z15R)		The ideal payback period should be less than the estimated economic life of the equipment.
The following are considered Miscellaneous Equipment per DO 64, S. 2016.		
Asphalt Paver (B3)		
Bridge Inspection Equipment (H16)		
Sewer Jet Cleaner, Combination (H19)		
Road Milling Machine (Z24)		
Put an "SE" or "ME", whichever is applicable.		

Prepared by:

Verified by:

Submitted by:

(NAME) (Position) (NAME) (Position)



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE REGIONAL DIRECTOR

Region II

Regional Government Center, Carig Sur, Tuguegarao City

EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT

FORM 1

For the month of May, CY 2015

DPWH Property	Government	HME	are	Actual Utiliza	tion (kms/hrs)	al Condition	Equ	ipment ational	t Opera	ational Ion-Op	Status eration	(cd) al	Maintenance	Ma Repa	intenan aired/R	ce Parts/Consum eplaced/Installed Outsourced	ables & Jobs	Fue	l, Oil a Con	nd Lubi sumed	ricants	Labor (Cost (C)	Total Operations & Maintenance Cost	Remarks
Code No.	Trate No.	8		Previous Reading	Present Reading	Physics	A	В	Cn	Cj	Dn	Dj	Type	Qty.	Unit	Description	Cost (A)	Туре	Qty.	Unit	Cost (B)	Admin.	Outsourced	(A)+(B)+(C)	
H1M-3640	SBF-843	х		113,190 km	113, 990 km	F	25	6										Dsl	80	L	2960			2960	
				113,190 km	113,990 km																	1	TOTAL COST	PhP 2,960.00	
H1-4897	SFA-767			120,143 km	121,205 km	F	11	20					Stage 1					Dsl	106	L	3777	182		3959	
				121,205 km	122,193 km								Stage 2					Dsl	98	L	3492	136		3628	
				122,193 km	123,203 km								Stage 3					Dsl	136	L	4846	136		4982	
				123,203 km	123,543 km																				
				120,143 km	123,543 km	1		h	and a constant of the		·							A				1	TOTAL COST	PhP 12,569.00	
H1M-4579	SFA-357	Х		94,798 km	95,532 km	F	11	20					Stage 15	1	pcs	Oil Filter	310	OOrd	5	L	1275	305		5149	
																		Dsl	91	L	3259				
				95,532 km	96,128 km								Stage 16					Dsl	75	L	2686	134		2820	
				96,128 km	96,423 km								PMX	2	pcs	Tire, 215/70R15	6100					225		6325	
				96,423 km	97,390 km								Stage 17					Dsl	158	L	5658	136		5794	
		-		94,798 km	97,390 km				ALC: NOT STREET, STREE													٦	FOTAL COST	PhP 20,088.00	
H1M-4832	SFA-396	х		56,129 km	56,909 km	F	11	20										Dsl	78	L	2768			2768	
				56,129 km	56,909 km																	٦	FOTAL COST	PhP 2,768.00	
H1M-5227	SFA-910	х		120,190 km	121,200 km	F	10	21					Stage 1					Dsl	101	L	3737	68		3805	
				121,200 km	121,503 km								PMX	2	pcs	Tire, 235/70R15	6100	Dsl	30	L	1110	340		7550	
				121,503 km	122,182 km								Stage 2					Dsl	90	L	3330	68		3398	
				122,182 km	123,149 km								Stage 3					OSyn	0.5	L	350	102		452	
				123,149 km	124,058 km								Stage 4					Dsl	94	L	3478	68		3546	
				124,058 km	125,006 km								Stage 5	1	pcs	Oil Filter	310	Dsl	100	L	3700	136		4146	
				125,006 km	125,980 km								Stage 6					Dsl	77	L	2849	68		2917	
				125,980 km	126,690 km													Dsl	158	L	5846			5846	
				120,190 km	126,690 km																	1	TOTAL COST	PhP 31,660.00	

Use additional Sheets if necessary.

λ.



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE REGIONAL DIRECTOR

Region II

Regional Government Center, Carig Sur, Tuguegarao City

EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT

FORM 1

For the month of May, CY 2015

State of the state	A DECK OF THE OWNER OF THE OWNER	Contraction of the local division of the loc	The second second	A CONTRACTOR OF A PARTY OF		The second second	and the second designed	AND PROPERTY.	Section 200	Section 199		States and the second	Contraction of the second second	-	AND INCOME.		and the second second second	State of the local division of the	The second second	San Starting Starting	CANADA IN STREAM	and a second second second second				
DPWH	Government	Æ	ш	Actual Utiliza	tion (kms/hrs)	ondition	Eq	uipmer	nt Oper	rational	Status	(cd)	Maintenance	Ma Rep	aintena aired/F	nce Parts/Consum Replaced/Installed	nables & Jobs	Fue	el, Oil a Cor	ind Lub nsumed	ricants	Labor	Cost (C)	Total	Operations &	
Property	Plate No.	E SH	R R				Oper	rational	1	Von-Op	peration	nal	Type			Outsourced								Main	tenance Cost	Remarks
Code No.				Previous	Present	ysic							1 ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				Cost			T	Cost		1	1		
				Reading	Reading	Ph	A	В	Cn	Cj	Dn	Dj		Qty.	Unit	Description	(A)	Туре	Qty.	Unit	(B)	Admin.	Outsourced	(A)	+(B)+(C)	
H1M-2093	SBS-726	Х		182,221 km	182,221 km	S						31														Awaiting delivery of
																										parts for the
																										equipment. Opening
																										of bids conducted on
				182,221 km	182,221 km	1		-L	1	1		1	1	1	1	1	1		1	1	1	1	TOTAL COST			April 21, 2015.
H1M-2095	SBS-247	Х		109,774 km	111,103 km	F	11	20				1	Stage 11	T	T	1	T	Gas	166	L	7988	182	I	-	8170	
				111,103 km	112,894 km								Stage 12		+		+	Gas	224		10779	182	+		10961	
				109.774 km	112.894 km	1		1		1		1		1	1	1	1	1 out			10110	102	TOTAL COST	PhP	19 131 00	
H1-2486	SFA-358			164,133 km	164,133 km	Р	-		1	T	31	1		1	1	1	T	T	T Margaretter	1			1		10,101.00	Awaiting delivery of
					,																					narts for the
																										equipment. Opening
																										of bids conducted on
				16/ 122 km	164 122 km																					April 21, 2015.
H1M-2489	SRI 353	×		109,100 km	102 252 km	E	11	20	1	1	I	1	Oterre 0	1	T	1	1	1.0	1.00		7100	400	TOTAL COST	-	700.4	
1110-2403	001-000	^		192,212 KHI	195,555 Km	Г		20				1	Stage 3		1			Gas	163	L	/498	136	1	DID	/634	
112 4924	42072		-	192,212 Km	193,353 Km			1	I	T	1	T		1	1		_	-	-		1		TOTAL COST	PhP	7,634.00	
П Э-4 024	43973	X		320,621 KM	320,621 Km	F	31																			No scheduled road
																										maintenance
																										activities in Quirino
																										DEU for the month
The same start i for the same start is same start is the				320,621 km	320,621 km																		TOTAL COST	PhP	31,660.00	Ut tvidy.
H3-4927	SCK-910	х		184,201 km	184,932 km	F	11	19	1				PI	1	Job	Tire Vulcanizing							200		200	R02-A3-15-PI-034
				184,932 km	185,192 km								Stage 5	1	pcs	Oil Filter	1990	OOrd	10	L	2500	305			28458	
																		GO	5	L	1100					
																		Dsl	650	L	24553					
																							TOTAL COST	PhP	28,658.00	



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE REGIONAL DIRECTOR

Region II

Regional Government Center, Carig Sur, Tuguegarao City

EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT

FORM 2

For the month of May, CY 2015

DPWH Property Code No.	Government Plate No.	Present Work Location	End User Office	End User
H1M-3640	SBF-843	FF	FMSff	Ms. Remedios S. Garingan
H1-4897	SFA-767	BO	PDD	Engr. Hilario Y. Casem
H1M-4579	SFA-357	EE2	MSee2	Engr. Perfecto E. Urban, Jr.
H1M-4823	SFA-396	BO	ADM	Ms. Rhodelyn H. Orlanda
H1M-5227	SFA-910	FF	ODEff	ADE Arnold A. Sabug
H1M-2093	SBS-726	BB	ODEbb	DE Ruben S. Saliganan
H1M-2095	SBS-247	EE2	PDSee2	Engr. Simon U. Quijano, Jr.
H1-2486	SFA-358	сс	AScc	Engr. Perfecto D. Garcia
H1M-2489	SBL-353	FF	MSee2	Engr. Perfecto E. Urban, Jr.
H3-4824	43973	FF	MSee2	Engr. Perfecto E. Urban, Jr.
H3-4927	SCK-910	BB	MSbb	Engr. Jocelyn P. Malab



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE REGIONAL DIRECTOR

Region II

Regional Government Center, Carig Sur, Tuguegarao City

EQUIPMENT STATUS, PREVENTIVE MAINTENANCE AND UTILIZATION REPORT

FORM 3

For the month of May, CY 2015

DPWH Property Code No.	Government Plate No.	End User Office	End User	Location	Included in the IIRUP	With an Approved RDC Resolution for Disposal	With an Approved CDC Resolution for Disposal	Appraised Value (PhP)	
A1-2	768522	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 8,400.00	
F5-156	TS-DH100-49131 CS-UD4- 316075	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 252,000.00	
G1-300	4D105-5-162429	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 1,400.00	
H1-3279	SCK-890	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 11,200.00	
H1-3335	SBS-143	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 11,200.00	
H1-4004	PKD-618	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 11,200.00	
H1-4147	PLH-256	EMD	Engr. Joaquín M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 3,150.00	
H3-4844	SBL-119	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 45,500.00	
H4-94	SBL-854	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 49,000.00	
H6-76	SBK-586	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 45,500.00	
W11-162	270026	EMD	Engr. Joaquin M. Lozada, Jr.	Lingu, Solana, Cagayan	Х	Х		PhP 1,050.00	

"SAMPLE EDAUR"



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE REGIONAL DIRECTOR

Region XI

Gov. Chavez St. cor. R. Magsaysay, Davao City

EQUIPMENT DEMAND, AVAILABILITY AND UTILIZATION REPORT

FORM 1

For the month of March, CY 2016

HME	D	aily St	atus (d	xd)	F	leet S	Status	s (unit	s)	Demand Requirements (days)					Actual Utilization (kms/hrs)		Unit	Monthly Benchmark	Fleet Availability and	Fleet Requirements			
(excl'ng QRE)	A	В	С	D	A	В	С	D	E	Reg. Insp'n	Quinc'l Sched.	RIE (maint.)	LEL (maint.)	Total	Utilization	Unit	Utilization	Utilization (kms/hrs)	% Availability	% Utilization	% Demand	No. of Units 10	No. of Units 20 y/o &
	[A]	[B]	[C]	[D]						[E]	[F]	[G]	[H]	[I]=E+F+G+H	[J]		[K]	[L]=K*B/22	[M]=(A+B)/(A+B+C+D)	[N]=J/L	[O]=B/I	y/o & below	above
H1M	485	1222	112	599		56	6	16	9	448	1232 1680		1680	164,311	km	1,334 km/unit	74,098	70.5955%	221.7493%	72.7381%	17	42	
H1	275	715	33	31	2	31		1		240				240	88,612	km	834 km/unit	27,105	93.9279%	326.9212%	297.9167%	7	22
H2	104	202	35	155		10	1	5			110			110	28,818	km	625 km/unit	5,739	61.6935%	502.1750%	183.6364%	1	13
H3L														0		km	1,250 km/unit						
НЗН	217	394	70	125	2	16	4	4	1		352			352	50,625	km	1,667 km/unit	29,854	75.8065%	169.5727%	111.9318%	3	16
F17	41	83	11	51		5		1			55			55	671	hrs	42 hrs/unit	158	66.6667%	423.4653%	150.9091%	1	4
L2L										N/A				0		hrs	42 hrs/unit						
L2H	76	204	20	103		8	1	4			88			88	1,511	hrs	42 hrs/unit	389	69.4789%	387.9785%	231.8182%	2	9
LX														0		hrs	50 hrs/unit						
N1	88	253	76	234		11	4	6		165 165		1,995	hrs	42 hrs/unit	483	52.3810%	413.0435%	153.3333%	0	19			
Z18	22	93	39	32		4	1	1		60 60		651	hrs	32 hrs/unit	135	61.8280%	481.2500%	155.0000%	3	3			

Note: The Highway Maintenance Equipment (HME) fleet shall be reported separately from the Quick Response Equipment (QRE) fleet. Use Form 1 for the HME excluding the QRE.

Prepared by:

Verified by:

Submitted by:

(NAME)

Engineer II

3

(NAME) Chief, Equipment Custody and Control Section (NAME) Chief, Equipment Management Division "SAMPLE EDAUR"



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS **OFFICE OF THE REGIONAL DIRECTOR**

Region XI

Gov. Chavez St. cor. R. Magsaysay, Davao City

EQUIPMENT DEMAND, AVAILABILITY AND UTILIZATION REPORT FORM 2

For the month of March, CY 2016

	Da	iily Sta	atus (cd)	F	leet S	Status	(unit	s)	Demar	Actual Utilization (kms/hrs)		Unit	Monthly Benchmark	Fleet Availability and	Utilization	Fleet Requirements				
QRE	А	В	С	D	A	В	С	D	E	RIE (calamity)	LEL (calamity)	alamity) Total (Unit	Utilization	Utilization (kms/hrs)	% Availability	% Utilization	% Demand	No. of Units 10 y/o &	No. of Units 20 y/o &
	[A]	[B]	[C]	[D]						[E]	[F]	[G]=E+F	[H]		[1]	[J]=I*B/22	[K]=(A+B)/(A+B+C+D)	[L]=H/J	[M]=B/G	below	above
H1M														km	1,334 km/unit						
H1	20	73				3				10		10	9,156	km	834 km/unit	2,767	100.0000%	330.8564%	730.0000%	3	0
H2														km	625 km/unit						
H3L														km	1,250 km/unit						
НЗН	60	126				6				12		12	19,804	km	1,667 km/unit	9,547	100.0000%	207.4290%	1050.0000%	6	0
H7	31	69	14	10		3		1		5		5	11,040	km	50 km/unit	157	80.6452%	7040.0000%	1380.0000%	0	4
H17	19	12				1				2		2	1,920	km	50 km/unit	27	100.0000%	7040.0000%	600.0000%	1	0
H17P													42	hrs	5 hrs/unit	3		1540.0000%			
F17	16	15				1				3		3	120	hrs	42 hrs/unit	29	100.0000%	419.0476%	500.0000%	1	0
L2L														hrs	42 hrs/unit						
L2H	9	44	9			2						0	271	hrs	42 hrs/unit	84	85.4839%	322.6190%	#DIV/0!	2	0
LX														hrs	50 hrs/unit						
N1														hrs	42 hrs/unit						
T1														hrs	5 hrs/unit						

Note: The actual utilization of QRE shall be the recorded regardless of the purpose of utilization, either for quick response or for road maintenance.

Prepared by:

Verified by:

Submitted by:

(NAME)

3.

(NAME) Chief, Equipment Custody and Control Section

(NAME) Chief, Equipment Management Division

Engineer II

"SAMPLE EDAUR"



Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE REGIONAL DIRECTOR Decise VI

Region XI

Gov. Chavez St. cor. R. Magsaysay, Davao City

EQUIPMENT DEMAND, AVAILABILITY AND UTILIZATION REPORT

FORM 3

For the month of March, CY 2016

DDUUU			Da	aily St	atus (cd)	Acquisition	Inform	matio	า	Fully Maintained		Benefits				Cost		Deposit/Cast	Projected
DPWH Property Code No	Government Plate No.	SE/ ME	A	В	С	D	Acquisition Cost (PhP)	Date ofRental RateAcquisition(PhP/mo)		Rental Rate (PhP/mo)	Supposed-to-be Rentals	Admin. Labor Cost	TOTAL (PhP)	Disbenefit (PhP)	Total C Maint	perations and enance Cost	TOTAL (PhP)	Ratio	Payback Period (yrs)	
oodo no.			[A]	[B]	[C]	[D]	[E]	mm	mm dd		[F]	[G]=F*(A+B)/30	[H]	[I]=G+H	[J]=F*(C+D)/30	[K]		[L]=K-H	[M]=I/(J+L)	[N]=E/[12*(G-L)]
H3-6417	SKC-803		12	19			PhP2,780,001.00	4	7	2009	PhP 118,800.00	PhP 122,760.00		122760.00	0	PhP	12,942.00	12942	9.4854	2.1096
H3-6482	SKD-944		8	22	1		PhP2,833,000.00	9	6	2011	PhP 120,912.00	PhP 120,912.00		120912.00	4030.40	PhP	32,415.56	32415.56	3.3176	2.6677
H3-6483	SKD-934		16	15			PhP2,833,000.00	9	6	2011	PhP 120,912.00	PhP 124,942.40		124942.40	0	PhP	28,981.00	28981	4.3112	2.4602
H3-6484	SKD-946			31			PhP2,833,000.00	9	6	2011	PhP 120,912.00	PhP 124,942.40		124942.40	0	PhP	8,076.00	8076	15.4708	2.0201
H3-6504	SKS-112		16	15			PhP2,630,000.00	12	7	2011	PhP 112,288.00	PhP 116,030.93		116030.93	0	PhP	5,312.00	5312	21.8432	1.9795
H3-6558	SLF-120		10	11		10	PhP1,980,000.00	12	5	2012	PhP 84,480.00	PhP 59,136.00		59136.00	28160.00	PhP	13,528.00	13528	1.4185	3.6178
H3-6559	SLF-121		7	24			PhP1,980,000.00	12	5	2012	PhP 84,480.00	PhP 87,296.00		87296.00	0	PhP	36,508.30	36508.3	2.3911	3.2488
H3-6560	SLF-122		9	22			PhP1,980,000.00	12	5	2012	PhP 84,480.00	PhP 87,296.00		87296.00	0	PhP	39,274.00	39274	2.2227	3.4359
H3-6569	SAA-5706			31			PhP5,950,000.00			2015	PhP 254,144.00	PhP 262,615.47		262615.47	0	PhP	189,873.00	189873	1.3831	6.8163
F17-80	DB58TLS2 08420EG		12	19			PhP5,566,000.00	12	7	2011	PhP 237,776.00	PhP 245,701.87		245701.87	0	PhP	10,244.00	10244	23.9850	1.9699
F17-101	11471937		16	15			PhP5,280,000.00	12	5	2012	PhP 225,456.00	PhP 232,971.20		232971.20	0	PhP	4,694.00	4694	49.6317	1.9275