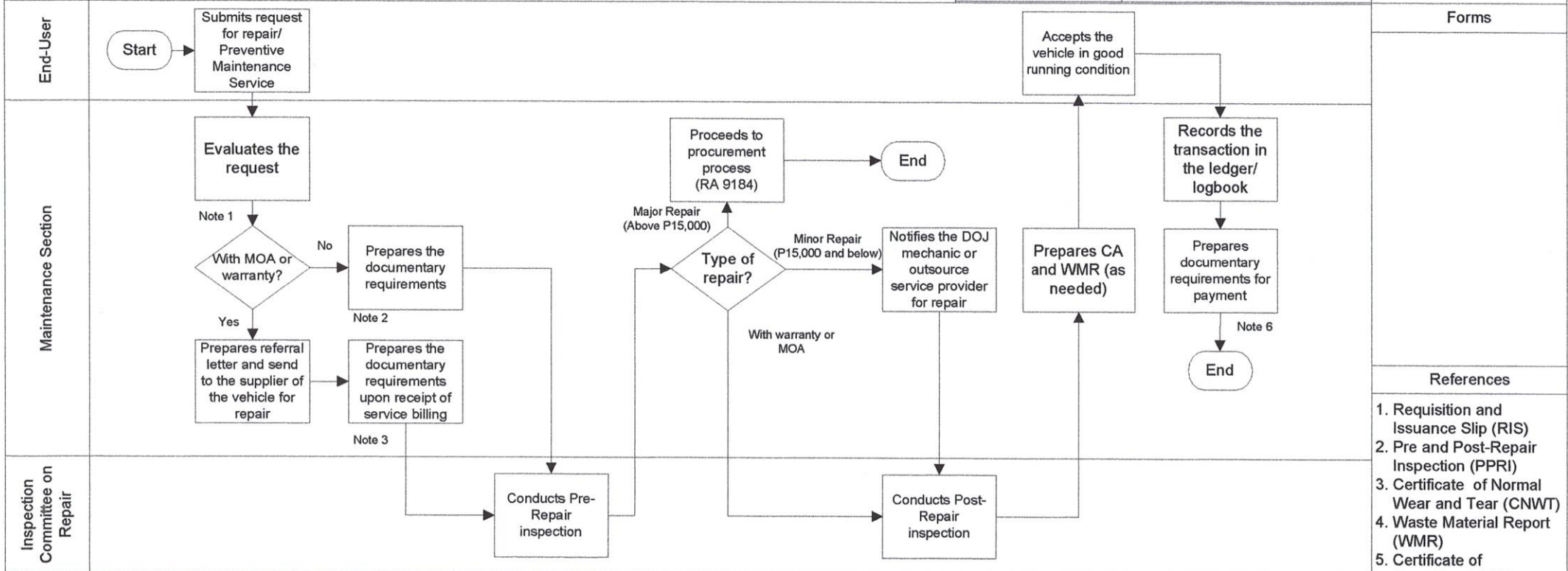




Process Title	Repair and Maintenance of DOJ Motor Vehicle	Document Number	DOJ-PM-ADS04-004	Page 1 of 1
Objective	To clarify the process of Repair and Maintenance of DOJ Motor Vehicle.	Revision	0	
		Effective Date	01 August 2018	



Forms
References

1. Requisition and Issuance Slip (RIS)
2. Pre and Post-Repair Inspection (PPRI)
3. Certificate of Normal Wear and Tear (CNWT)
4. Waste Material Report (WMR)
5. Certificate of Acceptance (CA)
6. Request for Quotation (RFQ)
7. Abstract of Canvass (AC)
8. Disbursement Voucher (DV)
9. Obligation Request and Status (ORS)
10. Petty Cash Voucher (PCV)

WORK INSTRUCTIONS

Note 1. Evaluation of the request:

- Indicate the vehicle to be repaired and determine whether said vehicle is owned/maintained by DOJ through Inventory Report;
- Identify the nature and scope of work to be done based on the complaint of the end-user;
- Identify any parts to be replaced;
- Determine whether the property is not functioning well or not in good running condition;
- Determine if the vehicle is still covered by warranty/Memorandum of Agreement (MOA).

Note 2. List of documentary requirements:

- Certificate of Normal Wear and Tear
- Pre and Post-Repair Inspection
- Requisition and Issue Slip (RIS) approved by the Director of the Administrative Service
- If the amount of materials is P1,000 and above, prepare the following forms and conduct canvass:
 - Request for Quotation (send/call to at least three (3) accredited supplier) and;
 - Abstract of Canvass (to determine the supplier with lowest quotation).

- Petty Cash Voucher (to be submitted to Special Disbursing Officer), and
- Official Receipt (to be inspected by the Inspection Committee on Supplies).

Note 3. Same documentary requirements with Note 2 but includes Waste Material Report and Certificate of Acceptance.

Note 6. Payment for outsource service:

- Prepare Petty Cash Voucher and submit with all supporting documents to the Special Disbursing Officer.
- Prepare Disbursement Voucher and Obligation Request and Status and submit with all supporting documents to the Financial Service.

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