

**QUALITY  
PROCEDURE (QP)**

PROCEDURE TITLE	INDORSEMENT OF LGU REQUESTS FOR ISSUANCE OF AUTHORITY TO PURCHASE VEHICLES		
SCOPE	This process starts from the receipt of LGU request for authority by the Municipal/City Local Government Operations Officer (M/CLGOO), indorsement to the Provincial Office, to the Local Government Capability Development Division (LGCDD)/LRPS of the Regional Office, up to indorsement of the request to Central Office.		
PURPOSE	To define an objective process for the indorsement of LGU requests for issuance of authority to purchase vehicles pursuant to DILG Memorandum Circular No. 2014-155 dated December 17, 2014, as amended by DILG MC No. 2015-52 dated May 11, 2015.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
LGU Documentary Requirements		INDORSEMENT OF LGU REQUESTS FOR ISSUANCE OF AUTHORITY TO PURCHASE VEHICLES	CO - BLGS Indorsement/Reply Letter to LCE with findings/recommendations/suggestions
DESCRIPTIVE STATEMENT:			
LGU submits documentary requirements (for the request for issuance of authority to purchase vehicle/s to be reviewed and indorsed by the MLGOO, Provincial Office, Regional Office. Central Office issues Authority to Purchase Vehicle/s upon completion of documentary requirements.			
List of Documentary Requirements (in original/certified true copy):			
1. LCE's letter request stating the type of vehicle to be purchased, number and specification of motor vehicles, purpose and deployment for which such vehicles will be used, and whether the vehicles to purchased are brand new or secondhand;			
2. Certification of availability of funds by the Local Accountant or Head of the Accounting Unit, or in his/her absence, the Local Treasurer or Budget Officer;			
3. Local Ordinance approving such purchase;			
4. Updated Inventory/accounting of all existing motor vehicles using the form attached to DILG MC 2014-155 dated December 17, 2014			

**CONTROLLED COPY**



DILG - REGION II (CAGAYAN VALLEY)

# **QUALITY PROCEDURE (QP)**

**Document Code**  
**QP-RO2-LGCDD-LRPS-19**

Rev. No.	Eff. Date	Page
00	10.01.17	2 of 5

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	MLGOO	<ul style="list-style-type: none"> <li>Receives and records LGU request for authority</li> <li>Processes LGU request</li> </ul>	<ul style="list-style-type: none"> <li>Receives documents from the LGU</li> <li>Assigns Receiving Control No.</li> <li>Records the details of the request in the Incoming Logbook</li> <li>Checks the correctness and completeness of documents using the <i>Checklist of Documentary Requirements</i>.</li> <li>Determines appropriate action based on documents submission: <ul style="list-style-type: none"> <li>If documents submitted are correct and complete, prepare and sign indorsement letter addressed to the Provincial Director, record in the Outgoing Logbook, and send/transmit to the Provincial Office.</li> <li>If documents submitted are incomplete, prepare and sign a letter addressed to the LCE, requesting for the immediate submission of lacking document/s.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Checklist of Documentary Requirements</li> <li>DILG MC 2014-155 and 52, Budget Circular No. 2016-5 and 2017-01; Indorsement Letter; Outgoing logbook</li> <li>DILG MC 2014-155 and 52, Budget Circular No. 2016-5 and 2017-01; Outgoing logbook; Letter Reply</li> </ul>
2	Finance and Administrative Unit (FAU)	<ul style="list-style-type: none"> <li>Receives and records LGU request for authority</li> </ul>	<ul style="list-style-type: none"> <li>Receives LGU documents from the MLGOO</li> <li>Assigns Receiving Control No.</li> <li>Records the details of the request in the Incoming Logbook</li> <li>Routes to the Office of the Provincial Director</li> </ul>	
3	Provincial Director	<ul style="list-style-type: none"> <li>Initial review</li> </ul>	<ul style="list-style-type: none"> <li>The Provincial Director gives the necessary instruction and routes to the concerned section (LGCDU)</li> </ul>	
4	LGCDU	<ul style="list-style-type: none"> <li>Process LGU request</li> </ul>	<ul style="list-style-type: none"> <li>Checks the correctness and completeness of documents using the <i>Checklist of Documentary Requirements</i>.</li> </ul>	<ul style="list-style-type: none"> <li>Checklist of Documentary Requirements</li> </ul>

**CONTROLLED COPY**





# **QUALITY PROCEDURE (QP)**

			<ul style="list-style-type: none"> <li>Determines appropriate action based on documents submission:</li> <li>If documents submitted are complete, prepare indorsement letter addressed to the Regional Director.</li> <li>If documents submitted are incomplete, prepare a letter to be signed by the Provincial Director, addressed to the LCE, requesting for the immediate submission of lacking document/s.</li> </ul>	<ul style="list-style-type: none"> <li>DILG MC 2014-155 and 52, Budget Circular No. 2016-5 and 2017-01;</li> <li>DILG MC 2014-155 and 52, Budget Circular No. 2016-5 and 2017-01;</li> </ul>
5	Provincial Director	<ul style="list-style-type: none"> <li>Sign the Action Document (Indorsement Letter/Letter-reply)</li> </ul>	<ul style="list-style-type: none"> <li>Signs indorsement letter/ letter reply</li> </ul>	<ul style="list-style-type: none"> <li>Indorsement letter/Letter-reply</li> </ul>
6	LGCDU	<ul style="list-style-type: none"> <li>Forward the signed Indorsement/Letter-reply to FAU</li> </ul>		
7	FAU	<ul style="list-style-type: none"> <li>Transmits the indorsement to Regional Office/ letter-reply to the LGU thru MLGOO</li> </ul>	<ul style="list-style-type: none"> <li>Forwards the signed Indorsement Letter, together with the attached documentary requirements, to the Regional Office and retain a photocopy for file/ to the LGU thru MLGOO</li> </ul>	
8	FAD	<ul style="list-style-type: none"> <li>Receives and records LGU request for authority</li> </ul>	<ul style="list-style-type: none"> <li>Receives LGU documents from the Provincial Office</li> <li>Assigns Receiving Control No.</li> <li>Records the details of the request in the Incoming Logbook</li> <li>Routes to the Office of the Regional Director</li> </ul>	
9	Office of the Regional Director	<ul style="list-style-type: none"> <li>ORD staff receives the documents and gives to the Regional Director/Assistant Regional Director for</li> </ul>	<ul style="list-style-type: none"> <li>Staff receives request for authority and forward to the Regional Director/ARD</li> <li>The Regional Director/ARD gives the necessary instruction to the concerned division (LGCDD) through the routing slip</li> </ul>	

**CONTROLLED COPY**



# **QUALITY PROCEDURE (QP)**

		action		
10	LGCDD	<ul style="list-style-type: none"> <li>Receives records and routes to DC</li> <li>Processes LGU request</li> </ul>	<ul style="list-style-type: none"> <li>Division records Officer receives and records documents and routes to the DC/ADC for instruction</li> <li>DC/ADC provides instruction to concerned Section Chief</li> <li>Checks the correctness and completeness of documents using the <i>Checklist of Documentary Requirements</i>.</li> <li>Determines appropriate action based on documents submission: <ul style="list-style-type: none"> <li>If documents submitted are correct and complete, prepare indorsement letter addressed to the BLGS Director.</li> <li>If documents submitted are incomplete/improper, prepare a letter addressed to the LCE thru the Provincial Director, requesting for the immediate submission of lacking/corrected document/s.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Checklist of Documentary Requirements</li> <li>DILG MC 2014-155 and 52, Budget Circular No. 2016-5 and 2017-01; Indorsement letter</li> <li>DILG MC 2014-155 and 52, Budget Circular No. 2016-5 and 2017-01; Letter Reply</li> </ul>
10	ARD	Reviews the indorsement letter/letter reply	<ul style="list-style-type: none"> <li>ARD reviews the the indorsement/letter reply and affix his/her initials if found proper and complete.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
11	Regional Director/ARD	Signs the action document (Indorsement Letter/Letter-reply)	<ul style="list-style-type: none"> <li>Signs indorsement letter/ letter reply</li> </ul>	<ul style="list-style-type: none"> <li>Indorsement letter/Letter-reply</li> </ul>
12	LGCDD	<ul style="list-style-type: none"> <li>Forward the signed Indorsement Letter/Letter reply to FAD and retain records (photocopy)</li> </ul>	<ul style="list-style-type: none"> <li>Update the Project/ Program Summary Log Sheet/</li> <li>Retain records in accordance with the control of Retained Documented Information Procedure and the masterlist of records and forward the original signed letter reply/indorsement with all the attached documents</li> </ul>	<ul style="list-style-type: none"> <li>Project / Program Summary Logbook Sheet</li> </ul>
13	FAD	<ul style="list-style-type: none"> <li>Transmit the indorsement</li> </ul>	<ul style="list-style-type: none"> <li>Forward the signed Indorsement Letter, together</li> </ul>	

**CONTROLLED COPY**



DILG – REGION II (CAGAYAN VALLEY)

## QUALITY PROCEDURE (QP)

Document Code

QP-R02-LGCDD-LRPS-19

Rev. No.	Eff. Date	Page
00	10.01.17	5 of 5

		letter to Central Office/Letterreply to LGU thru PO	with the attached documentary requirements, to Central Office and retain a photocopy for file/letter-reply to concerned LGU thru PO	
--	--	---	---	--

### Legal References:

- DILG Memorandum Circular No. 2014-155 dated December 17, 2014, as amended by DILG MC No. 2015-52 dated May 11, 2015.
- Budget Circular 2016-05 as amended by Budget Circular 2017-01 dated April 26, 2017.
- Administrative Order No. 233 dated August 1, 2008

Prepared By:		Reviewed By:		Approved By:	
(sgd.) ARLENE E. SUETOS	(sgd.) ENGR. ELMA M. URBINA, CESE	(sgd.) ATTY. ODILON L. PASARABA, CESO V	(sgd.) JONATHAN PAUL M. LEUSEN, JR., CESO IV		
Process Owner	Unit Head/Division Chief	Regional QMR/Assistant Regional Director	Regional Director		

**CONTROLLED COPY**





DILG - REGION II (CAGAYAN VALLEY)

## QUALITY OBJECTIVE (QO)

Document Code  
QO-QP-R02-LGCDP-LRPS-19

00 10.01.17 1 of 2

OFFICE	DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - REGION 02	
QUALITY PROCEDURE TITLE	INDORSEMENT OF LGU REQUESTS FOR ISSUANCE OF AUTHORITY TO PURCHASE VEHICLES	

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"><li>Processes the LGUs' Requests for Department Authority to Purchase Motor Vehicle with complete and proper documentary requirements indorsed within six (6) working days upon receipt of the request.</li></ul>	<ul style="list-style-type: none"><li>95% of the received requests for Department Authority to Purchase Motor Vehicle with complete and proper documentary requirements indorsed within six (6) working days upon receipt of the request.</li></ul>	<ul style="list-style-type: none"><li>95%</li></ul>	<ul style="list-style-type: none"><li>Total number of LGU requests for Department Authority to purchase motor vehicles with complete and proper documentary requirements processed within 6 working days upon receipt.  ----- x 100 Total number of requests received with complete and proper documentary requirements</li></ul>	<ul style="list-style-type: none"><li>Quarterly</li></ul>	<ul style="list-style-type: none"><li>RFP</li><li>PFP</li></ul>	<ul style="list-style-type: none"><li>Process Summary Logsheet for Authority to purchase vehicle</li></ul>
<ul style="list-style-type: none"><li>Processes the LGUs' Requests for Department Authority to Purchase Motor Vehicle with complete and proper documentary requirements indorsed within six (6) working days upon receipt of the request.</li></ul>	<ul style="list-style-type: none"><li>95% of the received requests for Department Authority to Purchase Motor Vehicle with complete and proper documentary requirements indorsed within six (6) working days upon receipt of the request.</li></ul>	<ul style="list-style-type: none"><li>95%</li></ul>	<ul style="list-style-type: none"><li>Total Number of incidence of returned request from central office due to processing error ----- x 100 Actual number of requests endorsed to CO</li></ul>			

CONTROLLED COPY



DILG - REGION II (CAGAYAN VALLEY)

# DILG QUALITY OBJECTIVE (QO)

Document Code  
QO-QP-R02-LGDD-1.RPS-19

REVISED	10/2/2019	10/2/2019
QO	10/01/17	2 of 2

Prepared By:		Reviewed By:		Approved By:	
(sgd.) ARLENE E. SUETOS	(sgd.) ENGR. ELMA M. URBINA, CESE	(sgd.) ATTY. ODILON L. PASARABA, CESO V	(sgd.) JONATHAN RAUL M. LEUSEN, JR., CESO IV		
Process Owner	Unit Head/Division Chief	Regional/QMR/Assistant Regional Director	Regional Director		

CONTROLLED COPY



DILG - REGION II (CAGAYAN VALLEY)  
**PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**

Document Code: QME-QP-16CDD-LRPS-19  
1 of 1

Doc. No.: 10.01.17  
Date: 10.01.17  
Page: 1 of 1

REGION / DIVISION	DILG - REGION II (CAGAYAN VALLEY)-LOCAL GOVERNMENT CAPABILITY DEVELOPMENT DIVISION				
PROCEDURE TITLE	INDORSEMENT OF LGU REQUESTS FOR ISSUANCE OF AUTHORITY TO PURCHASE VEHICLES				
OBJECTIVE STATEMENT	1. 95% of the received requests for Department Authority to Purchase Motor Vehicle endorsed within six (6) working days upon receipt of the request. 2. 20% incidence of returned request from central office due to processing error.				
CURRENT PERIOD	CY 2017				
INDICATORS	Q1	Q2	Q3	Q4	Total
A Total number of LGU requests for Department Authority to purchase vehicles are acted upon within 6 working days upon receipt					
B Total number of requests received with complete and proper documentary requirements					
C Formula: $A \times 100\%$ B Target Result : 95%					
D Gap Analysis: In case the objective is not met, put your analysis why it is not met					
Objective 2. Accuracy of Indorsement					
A Actual Number of incidence of returned request from central office due to processing error					
B Actual number of requests endorsed to CO					
C Formula: $A \times 100\%$ B Target: 20%					
D Gap Analysis: In case the objective is not met, put your analysis why it is not met					

Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by the DILG-R02 Deputy QMR.

Prepared By:		Reviewed By:		Approved By:	
(sgd.) ARLENE E. SUEÑOS Process Owner	(sgd.) ENGR. ELMA M. URBINA, CESE Unit Head/Division Chief	(sgd.) ATTY. EDILON L. PASARABA, CESO V Regional QMR/Asst. Regional Director	(sgd.) JONATHAN PAUL M. ALEUSEN, JR., CESO IV Regional Director		

**CONTROLLED COPY**





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT RO2**  
Regional Government Center, Carig Sur, Tuguegarao City  
region2.dilg.gov.ph

Document Code			
FM-R02-LGCHD-LRPS-01R-19			
Rev. No.	Eff. Date	Page	
00	10.01.17	1 of 1	

**Local Government and Capability Development Division/Local Planning and Resources Section**

**MASTER LIST OF EXTERNAL DOCUMENTS**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/ EDITION					
INDORSEMENT OF LGU REQUESTS FOR ISSUANCE OF AUTHORITY TO PURCHASE VEHICLES							
DILG MC No. 2013-047	Guidelines on the LGUs Acquisition of Motor Vehicles	June 3, 2013					
DILG MC No. 2014-155	Guidelines on the Motor Vehicle Acquisitions by the LGUs	December 17, 2014					
DILG MC No. 2015-052	Amending Certain Provisions of DILG MC No. 2014-155 dtd. December 17, 2014 re Guidelines on the Motor Vehicle Acquisitions by the LGUs	May 11, 2015					
Budget Circular No. 2016-05	Revised Guidelines on the Acquisition and Use of Government Motor Vehicles	August 22, 2016					
Budget Circular No. 2017-01	Amending Budget Circular No. 2016-05 re Revised Guidelines on the Acquisition and Use of Government Motor Vehicles dated August 22, 2016	April 26, 2017					
Administrative Order No. 233	Reiterating the Prohibition on the Acquisition and Use of Luxury Vehicles and Directing Revisions of the Guidelines on Government Motor Vehicles	August 1, 2008					

Prepared By	(sgd.) <b>ARJENE E. SUELOS</b>
Process Owner	

Noted By	(sgd.) <b>ENGR. ELMA M. URBINA, CESE</b>
Division Chief	

**CONTROLLED COPY**



DIII - REGION II (CAGAYAN VALLEY)

INDORSEMENT OF LGU REQUESTS FOR ISSUANCE OF AUTHORITY TO PURCHASE VEHICLES Summary/Worksheet (PS)

Document Code

FM-OP-R02-LGCCD-LRFS-19

Rev. No.	Eff. Date	Page
00	10.01.17	1 of 1

**QUALITY OBJECTIVE:** 95% of the received requests for Department Authority to Purchase Motor Vehicle Indorsed within six (6) working days upon receipt of the request.

FREQUENCY OF MONITORING: QUARTERLY

COVERED PERIOD: : CY 2017

**Due Date of Submission:** : 6 days upon receipt of the application

**Legend:**

[illegible]

Byron Hall, Ed. Hon.

(sqd.)

ARLENE E. SUEYOS

LGAD II/Process Owner

Noted By:

(sgd.)

**ELMA M. URBINA, CSE**

Division Chief/Immediate Supervisor

**CONTROLLED COPY**