

Documen	t Code
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PROCEDURE TITLE	PROVISION OF VEHICULAR SUPPORT SERVICES					
SCOPE	• The procedure starts from receipt of Vehicle Service Request up to the signed/approved Trip Ticket					
PURPOSE	To provide mobility services to DILG personnel/employees in the implementation of the PPAs of the department					

Step Responsible No. Personnel		PROCESS/ACTIVITY	Details	References		
1	Requesting Officer	Submission of duly accomplished Vehicle Service Request to General Service Section	Signed VSR for 2 days (within the Region) and 4 days (outside the Region) before the scheduled trip.	Vehicle Service Request (VSR)		
2	Motorpool Staff	Evaluation of the request and preparation of Trip Ticket	Evaluate the request as to the following: • Travel Order/Purpose; when and where • Number of Passenger/s to determine the vehicle to be assigned • Prepare Trip Ticket (To be signed by the approving authority (if vehicle is available)	• Signed VSR		
3	Approving Authorities	Approval of Trip Ticket	• Approved/Disapproved Trip Ticket return to GS Section	VSR and Trip Ticket		
4	Motorpool Staff	Verbal communication with requesting officer	 Inform the requesting officer on the approval of the request For the approved request, inform the requesting officer of the vehicle and the assigned Driver 	VSR and Trip Ticket		
		Preparation of Fuel Withdrawal Slip	• Fuel withdrawal slip for approval by the authorized signatories	Approved Trip Ticket.		
5 GSS Chief Meeting and handling of tapproved Trip Ticket to tassigned driver		approved Trip Ticket to the check the BLOWBAGETS of the		• BLOWBAGETS Checklist		
6	Driver	Carry-out the trip	 Accomplish the Trip Ticket and request passenger/s to signed in the Trip Ticket 			
7	Driver	Preparation after travel report	• Submit to GSS Chief the accomplished trip ticket and the status report of the service vehicle using the BLOWBAGETS form upon arrival to OS	• Travel Documents		
8	Process Owner	Maintain Records	Maintain Records in accordance with the Control of Records Procedure and the Master list of Records			



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Reviewed By		Reviewed By Reviewed By			
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Process Owner Division Chief		Regional QMR	Top Management		

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analysis why it is not met

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BUREAU/SERVICE	FINANCE AND ADMINISTRATIVE DIVISION, GENERAL SERVICES SECTION
PROCEDURE TITLE	PROVISION OF VEHICULAR SUPPORT SERVICE
OBJECTIVE STATEMENT	100% of the request for vehicular support service are acted upon within two (2) working days upon receipt. *Action may be preparation of Trip Ticket for approved request or disapproval of request
	OCTOBER – DECEMBER 2017

	INI	DICATORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A	Total number of requests days upon receipt.	s acted upon within 2 working								rug	ЭСР	39	52	43	134
В	Total number of requests	received										39	52	43	134
С	Formula: <u>A</u> x 100% B	Target Result : 100%													
D	Gap Analysis: In case the	objective is not met, put your			1	L					L				

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly approved by DILG-RO Deputy QMR.

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BUREAU/SERVICE	FINANCE AND ADMINISTRATIVE DIVISION, GENERAL SERVICES SECTION
QUALITY PROCEDURE TITLE	PROVISION OF VEHICULAR SUPPORT SERVICE

Function	KPI			Fraguency		Applicable Documents
	Objective	Target	Key Performance Indicator (Formula, if applicable)	of Monitoring Results	Responsible for Monitoring	(e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
Process the request for Vehicular Support Service	Timely action on request vehicular support service within (2) working days upon receipt of request	• 100%	Total number of requests acted upon within 2 working days upon receipt/ Total No. Of requests received	• Quarterly	 Motorpool Section Staff 	• VSR Log Sheet
	*Action may be preparation of Trip Ticket for approved request or disapproval of request					

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