PROCEDURE TITLE	**PROVISION OF VEHICULAR SUPPORT SERVICE**
SCOPE	The procedure starts from receipt of Request for Vehicular Support Service (RVSS) until the completion of the authorized trip.
PURPOSE	To provide transport assistance to DILG Region 5 officials and employees.

INPUT	PROCESS	OUTPUT
Regional Office Personnel → RVSS Form	Provision of Vehicular Support Service	Quality Transport Service

DESCRIPTIVE STATEMENT:
The office has its own government vehicles that are made available for use of the government officials and employees in the performance of their official functions. The assigned driver to the vehicle should ensure that the personnel having official travel is conveyed safely to and from the destination.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Requesting employee	Request for Vehicular / Driver Support Service	• Submits to Motorpool Supervisor an accomplishment Request for Vehicular Support Service form (in 2 copies; 2 copy for Motorpool Supervisor, 1 receiving copy of the requestor) at least two (2) days before the schedule trip if trips are for one day only and within the province of Albay (short trips). For trips outside of the Province of Albay (long trips) the RVSS form shall be submitted to GSS at least three (3) days before the scheduled trips.	• RVSS form

2	Chief, GSS/ Motorpool Supervisor	Receipt, Evaluation and Recommendation of RVSS	• Receive and records the request in RVSS logssheet.
			
			• Evaluate the request as to the following:
			  • Official nature of the trip;
			  • Availability of driver (if posssible, confirm with the driver);
			Availability of Vehicle (based on load requirement and capacity of vehicle)
			• If the above items are satisfactory complied with appropriate supporting documents, indicate the specific vehicle alloted and the assigned Driver for the trip requested in the RVSS form; else, communicate to requisitioner
				• RVSS form
				
				• RVSS Logsheet

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4	Chief, FAD / SAO or Higher Authority.	Approval of the trip ticket.	• Approves the Driver's Trip Ticket. • Returns the approved trip ticket and travel order, if any, to the Motorpool , GSS Staff	• Trip Ticket
5	Driver / Mechanic	Preparation for the trip	• Prepare Travel Orders • Cheks the vehicle to be used to ensure safety of the trip. • Accomplish BLOWBAGS Checklist and certify safety of the vehicle for the trip. • If replacement/repair is needed, refer to maintenance of Vehicles procedure	• BLOWBAGS Checklist
6	Driver	Carry-out the trip	• Carry out the trip. Very important Reminder: The driver must be: • Not intoxiated • Physically Fit to drive • Accomplish Section B of the Vehicle Trip Log and Request passenger to sign in the Vehicle Trip Log. • Submit all travel documents to Motorpool, GSS Staff.	• Trip Ticket, Travel Order (if outside Legazpi)
7	Motorpool, GSS Staff	Receive accomplished Travel Documents	• Receives accomplished trip Tickets and update the RVSS Logsheet. • Request passenger in the Vehicle Trip Log. • Fill-up Section D of RVSS. • Photocopy accomplished Trip Ticket and attach to RVSS.	• Travel Documents • RVSS Logsheet
8	Process Owner	Maintain Records	• Update the RVSS Log Sheet • Maintain Records in accordance with the Control of Records Procedure and the Masterlist of Records.	• RVSS Log Sheet • Control of Records procedures • Master List of Records

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DILG REGION V

QUALITY OBJECTIVE

Document Code
QP-RO5-FAD-GSS-44

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DIVISION / SECTION	**ADMINISTRATIVE DIVISION, GENERAL SERVICES SECTION**
QUALITY PROCEDURE TITLE	**PROVISION OF VEHICULAR SUPPORT SERVICE**

Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (*Formula, if applicable*)			
Acts on request for vehicular support of DILF Regional Office employees	• Provision of vehicular Support service to DILG employees	• 90%	• Total No. of trip tickets issued / Total No. of vehicular request X 100%	• Monthly	• Motorpool unit Staff	• RVSS Log Sheet

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PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code
QME-QP-RO5-FAD-GSS-44

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DIVISION / SECTION	**ADMINISTRATIVE DIVISION, GENERAL SERVICES SECTION**
PROCEDURE TITLE	**PROVISION OF VEHICULAR SUPPORT SERVICE**
OBJECTIVE STATEMENT	Request for vehicular support service are provided within two (2) working days upon receipt.
CURRENT PERIOD	

	INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A	Total number of requests are provided within 2 working days upon receipt.														
B	Total number of requests received														
C	Formula: A /B x 100%	Target Result : 90%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														

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REQUEST FOR VEHICULAR SUPPORT SERVICES (RVSS) LOG SHEET

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QUALITY OBJECTIVE: 100% of the request for vehicular support service are acted upon within two (2) days upon receipt.
* Action may be preparation of Trip Ticket for the approved request or disapproval of request.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

NO.	DATE RECEIVED	REQUISITIONER	PURPOSE	DESTINATION (indicate multiple destination, as appropriate)	Date of Trip (indicate inclusive dates, as appropriate)	DISPOSITION		TripTicket		NO. OF DAYS ELAPSED	RESULT		REMARKS
						DATE APPROVED	DATE DISAPPROVED	No.	Date		≤ 2 WD	› 2 WD	
A	B	C	D	E	F	G	H	I	J	K			

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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Name of Bureau/Service/Division: FAD/GSS/MOTORPOOL

MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
NONE							

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Name of Bureau/Service/Division: FAD / GSS / MOTORPOOL

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Control of Document Procedure									
	REQUEST FOR VEHICULAR SUPPORT SERVICE	PROCESS OWNER	ISO Corner QMS Shelf 1, Data Control File	RVSS					
	DRIVER'S TRIP TICKET	PROCESS OWNER	ISO Corner QMS Shelf 1, Data Control File	TRIP TICKET					
	BLOWBAGS CHECKLIST	PROCESS OWNER	ISO Corner QMS Shelf 1, Data Control File	BLOWBAGS					
Process Performance Monitoring and Measurement Procedure									
	LOG SHEET	PROCESS OWNER	ISO Corner QMS Shelf 1, Data	LOG SHEET					
	QME	PROCESS OWNER	ISO Corner QMS Shelf 1, Data Control File	QME					
Management Review Procedure									
QMS Planning Procedure									

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Name of Bureau/Service/Division: FAD / GSS / MOTORPOOL

MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
REQUEST FOR VEHICULAR SUPPORT SERVICE							
	RVSS						
	TRIP TICKET						
	BLOWBAGS						
FM-QP-RO5-FAD-GSS-44	LOG SHEET						
QO-QP-RO5-FAD-GSS-44	QO						
QME-QP-RO5-FAD-GSS-44	QME						

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RISK REGISTER

DIVISION FAD

Original Date Prepared:

Revision <#> / Date 0

PROCEDURE: VEHICULAR SUPPORT

PROJECT: *(applicble only for projects)*

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE *(Positive or Negative)*	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN *(Risk Priority No.)*	RISK CONTROL ACTION	ACTION PLAN (If risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Request of Vehicular support service(RVSS)	non-availability of driver	Verbal request during the day of the trip or SMS/CALL request on week end	no approved trip ticket and fuel prepared	request should be done 2 days before the trip within Albay or at least 3 days if outside Albay(long trip)	2	2	3	12	L	NS						

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED		RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 16	LOW	Not Significant	No further action required (Retain risk by informed decision)		1
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	20-40	MODERATE	Not Significant	Alert level but no further action required for now		2
DETECTION 1 - Very likely, 2 - Likely; 3 - Low, 4 - Remote 5 - Very re	>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)		3
Risk Rating = Impact X Likelihood X Detection						

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Date:

RISK REGISTER

REGION

Original Date Prepared: October 13, 2017 RR Code PUR-01

Revision <#> / Date 0

PROCESS VEHICULAR SUPPORT

PROJECT: <Title>

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES *(refer to IP Matrix for Requirements)*	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE *(Positive or Negative)*	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTIO	RPN *(Risk Priority No.)*	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Provision of vehicle to DILG Regional office personnel	Verbal request during the day of the trip or SMS/CALL request on week end	DILG personnel	No available driver or all vehicles are previously assigned to other employees	The requestor does not give importance to the required number of days before a vehicle is scheduled to be used	Requestor are not provided with the vehicular support	Requestor should abide by the process on vehicular service	2	2	2	16	Low							

RISK ASSESSMENT:		RISK RATING	RISK LEVEL		RISK DESCRIPTION	ACTION REQUIRED		RPN
IMPACT:	1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 25	LOW		Not Significant	No further action required (Retain risk by informed decision)		3
LIKELIHOOD:	1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-48	MODERATE		Not Significant	Alert level but no further action required for now		3
DETECTION	1 - Very likely; 2 - Likely; 3 - Low; 4 - Remote; 5 - Very remote	>49			Significant	Control (e.g., Treat/Mitigate Transfer, Terminate)		1
Risk Rating = Impact X Likelihood X Detection								

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