



**DILG REGION V  
QUALITY  
PROCEDURE (QP)**

Document Code		
<b>QP-R05-LGMED-16</b>		
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<b>PROCEDURE TITLE</b>	<b>Processing of LGU Request for Authority to Purchase Motor Vehicles</b>
<b>SCOPE</b>	The process starts from the receipt of LGU request by the DILG Field Offices up to the indorsement of the same to the BLGS by the Regional Office upon ensuring completion of documentary requirements
<b>PURPOSE</b>	To define standard procedure to facilitate LGU request for authority to purchase motor vehicles pursuant to DILG MC 2014-155 as amended by DILG MC 2015-52 and DBM Budget Circular No. 2016-5 as amended by DBM Budget Circular No. 2017-01

**PROCESS DESCRIPTION**

INPUT	PROCESS	OUTPUT
Letter Request LGU Request →	Processing of LGU Request for Authority to Purchase Motor Vehicle	Indorsement → CO/BLGS

**DESCRIPTIVE STATEMENT:**

Acquisition and use of luxury vehicles by local government units is strictly prohibited under Administrative Order No. 15 s. 2011. This has been the norm for LGUs whenever they seek Department Authority to purchase motor vehicles. DILG MC No. 2014-155 as amended by DILG MC No. 2015-52 and DBM Budget Circular No. 2016-5 as amended by DBM Budget Circular No. 2017-01 serve as the Guidelines on Motor Vehicles Acquisition by the LGU. These will be the basis for the Divisions, Provincial, City and Municipal Offices in the processing of LGU request for the purchase of motor vehicles.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	MLGOO/CLGOO	Receive, record and review letter request from LGU	<ul style="list-style-type: none"> <li>Receive letter request from requesting LGU and check the completeness and appropriateness of the documents against the Authority to Purchase Motor Vehicle (APMV) Checklist</li> <li>If documents</li> </ul>	<ul style="list-style-type: none"> <li>Letter Request</li> <li>AMV Checklist</li> </ul>

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			submitted are incomplete, return the request to concerned LGU	
2	MLGOO/CLGOO	Indorse LGU request to PO	<ul style="list-style-type: none"><li>• Prepare indorsement/transmittal letter</li><li>• Indorse to PO via courier/hand deliver</li><li>• Record the transaction in the APMV Monitoring Log Sheet</li></ul>	<ul style="list-style-type: none"><li>• Indorsement/transmittal letter</li><li>• AMV Monitoring Log Sheet</li></ul>
3	Provincial Office Focal Person/Administrative Aide	Receive, record and review the LGU Request	<ul style="list-style-type: none"><li>• Receive letter request from requesting LGU and check the completeness and appropriateness of the documents against the Authority to Purchase Motor Vehicle (APMV) Checklist</li><li>• If documents submitted are incomplete, return the request to concerned LGU (in cases where the request is directly</li></ul>	<ul style="list-style-type: none"><li>• Letter Request</li><li>• AMV Checklist</li></ul>

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			submitted to PO)	
4	Provincial Focal Person	Indorse LGU request to RO	<ul style="list-style-type: none"><li>• Prepare indorsement/transmittal letter</li><li>• Indorse to RO via courier/hand deliver</li><li>• Record the transaction in the APMV Monitoring Log Sheet</li></ul>	<ul style="list-style-type: none"><li>• Indorsement/transmittal letter</li><li>• AMV Monitoring Log Sheet</li></ul>
5	Regional Office Records Officer	Receive, record the LGU request	<ul style="list-style-type: none"><li>• Record the request in the regional logbook for incoming communications</li><li>• Route to LGMED</li></ul>	<ul style="list-style-type: none"><li>• Regional Logbook for incoming communications</li></ul>
6	LGMED Focal Person/Administrative Aide	Receive, record and review the LGU request	<ul style="list-style-type: none"><li>• Record the request in the division's logbook for incoming communications</li><li>• Receive letter request from requesting LGU and check the completeness and appropriateness of the</li></ul>	<ul style="list-style-type: none"><li>• Letter Request</li><li>• AMV Checklist</li></ul>

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			documents against the Authority to Purchase Motor Vehicle (APMV) Checklist  • If documents submitted are incomplete, return the request to concerned LGU	
7	LGMED Focal Person	Indorse LGU request to CO	 • Prepare indorsement/transmittal letter  • Indorse to CO via courier/hand deliver  • Record the transaction in the APMV Monitoring Log Sheet  • Maintain records in accordance with control of Records Procedure and Masterlists of Retained Documented Information	 • Indorsement/transmittal letter  • AMV Monitoring Log Sheet

**Definition of Terms:**

•

**Legal References:**

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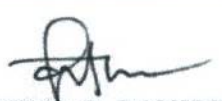
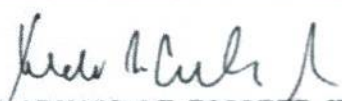
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- DILG Memorandum Circular 2014-155 dated 17 December 2014 as amended by DILG MC 2015-52S
- Budget Circular No. 2017-01
- DBM Budget Circular No 2016-5 dated 22 August 2016

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DILG REGION V  
**QUALITY  
OBJECTIVES**

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<b>OFFICE</b>	<b>DILG REGION V</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>Processing of LGU Request for Authority to Purchase Motor Vehicles</b>

Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			
<ul style="list-style-type: none"> <li>Process documents re: request for Department authority to purchase motor vehicle/s</li> </ul>	<ul style="list-style-type: none"> <li>Review the correctness and completeness of the documents within the prescribed timeline per level:</li> <li>Region : 3 working days upon receipt of the request</li> </ul>	80% of the requests processed within the prescribed timeline per level	Total no. of requests for APMV reviewed for correctness and completeness of the document three (3) days upon receipt ===== === X 100 Total no. of request received	Monthly	APMV Focal Person	APMV summary Log Sheet

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Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			
	<ul style="list-style-type: none"> <li>Province : 3 working days upon receipt of the request</li> <li>City/Mun : 3 working days upon receipt of the request</li> </ul>					

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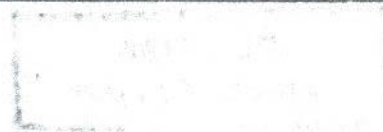
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Function	KPI			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Key Performance Indicator (Formula, if applicable)			



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DILG REGION V

# **PROCESS QUALITY MONITORING EVALUATION (QME)**

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<b>OFFICE</b>	<b>LOCAL GOVERNANCE MONITORING AND EVALUATION DIVISION</b>													
<b>PROCEDURE TITLE</b>	<b>PROCESSING OF LGU REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES</b>													
<b>OBJECTIVE STATEMENT</b>	1. 80% of the requests for APMV acted three (3) working days upon receipt.													
<b>CURRENT PERIOD</b>														
	<b>INDICATORS</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>Jun.</b>	<b>Jul.</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Total</b>
<b>Objective 1: 80% of the requests for APMV acted within three (3) working days upon receipt.</b>														
A	Total number of requests for APMV acted within three (3) working days upon receipt													
B	Total number of requests received													
C	Formula: $\frac{A}{B} \times 100$ Target Result: 80%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
<b>Objective 2:</b>														
A														
B														
C														
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
<b>Note: For unmet targets, QMS Secretariat will initiate correction and corrective action using the Corrective Action Report (CAR) duly signed by the Regional Quality Management Representative.</b>														



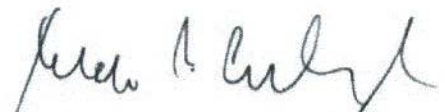
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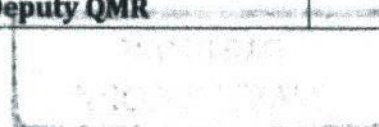


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# PROCESS QUALITY MONITORING EVALUATION (QME)

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Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG Regional Office No.5, Rizal St, Legazpi City

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Name of Process: **Summary Logsheet (PSL)**

QUALITY OBJECTIVE: 80 % of the LGU requests for AMV indorsed

FREQUENCY OF MONITORING: Monthly

COVERED PERIOD:

Due Date of Submission:

Legend: +

No.	Requesting LGUs	DILG Field Office				Regional Office				Objective Results		
		City/Mun		Province		Review and Action Taken				Met	Unmet	Remarks (if unmet)
		Date/ Time of Receipt	Date/ Time of Release	Date/ Time of Receipt	Date/ Time of Release	Date/ Time of Receipt	Complete	Incomplete	LGU Authority			
1	Municipality of Castilla, Sorsogon					09-Jul- 19	9:10 AM	16-Jul-19	11:10 AM		/	
2	Provincial Government of Camarines Norte					19-Jul- 19	1:48 AM	15-Aug-19	9:12 AM		/	
3	Municipality of Calabanga, Camarines Sur					02-Aug- 19	9:39 AM	09-Sep-19	4:35 PM		/	

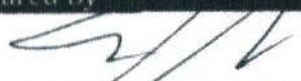
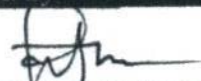
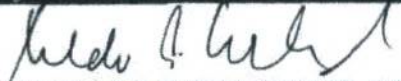
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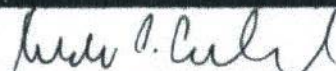
Name of Bureau/Service/Division: \_\_\_ LGMED/LG POLICY AND LG ADMINISTRATIVE ASSISTANT

**MASTER LIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
(Procedure)							
AO No. 233	Reiterating the Prohibition on the Acquisition and Use of Luxury Vehicles and Directing Revisions of Guidelines on Government Motor Vehicle Acquisition	2008					
AO No. 15	Amending Administrative Order No. 233 (s. 2008) Entitled "Reiterating the Prohibition on the Acquisition and Use of Luxury Vehicles and Directing Revisions of Guidelines on Government Motor Vehicles Acquisition"	2011					
DILG Unnumbered Memorandum	Compliance with the Checklist of Requirements Re: Purchase of Vehicles Pursuant to Administrative Order No. 15 s.	2013					
Memorandum Circular No. 2014-155	Guidelines on Motor Vehicle Acquisitions by the LGU	2014					
Memorandum Circular No. 2015-52	Amending Certain Provisions of DILG MC 2014-155 Re: Guidelines on Motor Vehicle Acquisition by the LGUs	2015					
DBM Budget Circular No. 2016-5	Revised Guidelines on the Acquisition and Use of Government Motor Vehicles	2016					

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DBM Budget Circular No. 2016-1	Amending Budget Circular (BC) No. 2016-05 Entitled, @Revised Guidelines on the Acquisition and Use of Government motor	2016					
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Name of Bureau/Service/Division: **LGMED/LG POLICY AND ADMINISTRATIVE ASSISTANT**

**MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Processing of LGU Request for Authority to Purchase Motor Vehicles							
QP-R05-LGMED-16	Request for Department Authority to Purchase Motor Vehicle	07.01.19					
QO-QP-R05-LGMED-16	100% of LGU requests Indorsed Favorably	07.01.19					
FM-QP-R05-LGMED-16	Summary Logsheets	07.01.19					
QME-QP-R05-LGMED-16	Process Quality Measurement Evaluation	07.01.19					
RRO-QP-R05-LGMED-16	Risk Register Objective	07.01.19					
RRP-QP-R05-LGMED-16	Risk Register Process	07.01.19					

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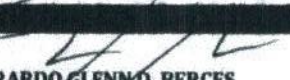
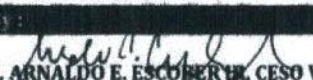
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Name of Bureau/Service/Division: LG MED

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DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Control of Document Procedure									
Process Performance Monitoring and Measurement Procedure									
Management Review Procedure									
QMS Planning Procedure									

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**RISK REGISTER (PROCESS RISK ASSESSMENT)**

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OFFICE

LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION

PROCEDURE TITLE

PROCESSING OF LGU REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES



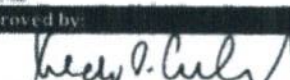
PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT					
					IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
Receipt/record of LGU request re: AMV by the Regional Records Officer	Incomplete/inappropriate documents. Direct submission of request to DILG Regional Office/Central Office	Non-adherence of LGU to the AMV Guidelines  Application for Dept. Authority directly submitted to RO by concerned LGU	Delay in the processing of the request for Department Authority to Purchase Motor vehicle	Records Section must be aware of the ISO process	3	2	6			
Receipt/record of LGU request re: AMV by the Regional Focal Person	Incomplete/inappropriate documents. Direct submission of request to DILG Regional Office/Central Office	Non-adherence of LGU to the AMV Guidelines  LGUs not properly briefed by concerned C/MLGOOs on the ISO process	Delay in the processing of the request for Department Authority to Purchase Motor vehicle	Prepare a letter to the requesting LGU advising them to follow the Department protocol and adhere to the guidelines re:AMV	3	2	6			

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Favorable indorsement of the LGU request to Central Office	Disapproval of the request for Department Authority to Purchase motor vehicle	Non-adherence of LGU to the AMV Guidelines	Approval/disapproval of the request depending on completeness and appropriateness of the documents submitted and/or if it satisfies the focal person in Central Office	Advise requesting LGUs that AMV requests shall be coursed through the MLGOO/Provincial Directors for review as to the completeness and appropriateness of the documentary requirements/Provide LGU with a copy of AMV Guidelines	3	3	9			

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant	No further action required (Maintain and sustain the existing control)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant	Alert level (Maintain and sustain the existing control)
Risk Rating = Impact X Likelihood X Detection	10 - 25	HIGH	Significant	control (e.g. Avoid or Treat/Mitigate, Transfer, Terminate)

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## RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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OFFICE

LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION

PROCEDURE TITLE

PROCESSING OF LGU REQUEST FOR AUTHORITY TO PURCHASE MOTOR VEHICLES

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK or OPPORTUNITY	RISK TRIGGER (N/A FOR OPPORTUNITY)	CONSEQUENCE (RISK) / BENEFIT (OPPORTUNITY)	EXISTING RISK CONTROL MEASURE (N/A FOR OPPORTUNITY)	RISK ASSESSMENT					RISK CONTROL PLAN/ OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
							IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	
80% compliance/approval of request for Department Authority to Purchase Motor Vehicles	Non-adherence to the Department protocol/guidelines in the preparation and submission of all the documentary requirement for AMV	Submission of complete documentary requirements by the requesting LGU as stipulated in the guideline for AMV namely: 1. Letter intent from the LCE; 2. Certification of the Availability of Funds 3. Resolution /ordinance approving such purchase 4. Appropriation Ordinance; 5. Updated Inventory of motor vehicles	Delay in the processing of documents	Incomplete/inappropriate documents submitted by the requesting party	Failure to indorse the request favorably to BLGS	Advise requesting LGUs that AMV requests shall be coursed through the MLGOO/Provincial Directors for review as to the completeness and appropriateness of the documentary requirements/Provide LGU with a copy of AMV Guidelines	3	3	9			

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant (NS)	No further action required (Maintain and sustain the existing control)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant (NS)	Alert level (Maintain and sustain the existing control)
Risk/Opportunity Rating = Impact X Likelihood	10 - 25	HIGH	Significant (S)	Control (e.g. Avoid or Treat/ Mitigate, Transfer, Terminate)

Prepared by:  GERARDO GLEN D. BERCES LGDO V Process Owner	Reviewed by:  OLIVIO D. RAMIREZ Division Chief Deputy QMR	Approved by:  ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director Regional QMR
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