



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : All Officials and Employees
DENR Proper

FROM : Undersecretary for Management and Technical Services

SUBJECT : **GUIDELINES ON REPAIR OF VEHICLES**

DATE : **JAN 28 2004**

In order to implement control measures and properly account costs and payment in the repair of vehicles, the following guidelines are hereby implemented:

1. Request for repair of vehicles shall be reported to the Motor Pool Unit which shall conduct inspection to determine the scope of work.
2. The Pre and Post-Inspection Reports are required for the preparation of Purchase Request and Disbursement Voucher.
3. The inspection and conveyance of vehicles to repair shops shall be the sole responsibility of the Motor Pool Unit, GSD.
4. Transit of DENR vehicles to repair shops must be supported by duly approved Job Order accepted by the repair shop, and Gate Pass approved by the Chief, General Services Division (GSD). For control purposes, the Gate Pass for vehicle transit shall be prepared by the Motor Pool Unit.
5. Drivers, end-users and other personnel are prohibited from transacting directly with repair shops.
6. Repair of vehicles shall be supervised and/or inspected in the repair shop by the Head, Motorpool Unit and a representative from the end-user, if necessary, to ascertain compliance to contract specifications.
7. Preventive maintenance and minor repairs shall be done in the Motor Pool Unit as determined by its Head.
8. Emergency repairs amounting to P15,000.00 may be charged against the petty cash fund of the end-user, but must undergo pre and post-inspections.
9. For vehicles acquired in 1997 to present, repair shall be done in the respective vehicle service center of the manufacturer or dealer.
10. The Department shall not pay any vehicle repair that is not coursed through the Motor Pool Unit.
11. Personnel found violating a reasonable office regulation shall be held personally and administratively liable.

For strict compliance.


ROLANDO L. METIN