

LOCAL GOVERNMENT MONITORING AND EVALUATION DIVISION (LGMED)

REQUEST FOR AUTHORITY TO PURCHASE VEHICLE

Type of Service: Frontline Non-Frontline

Kind of Transaction: Simple Complex Highly Technical

Duration: 8 Hours

Responsible Division: Local Government Monitoring and Evaluation Division (LGMED)

Service Description:

Who may avail: All Local Government Units (LGUs)

Requirements: 1. Original copy of Local Chief Executive's letter-request stating the type of motor vehicle to be purchased and its specifications (i.e. engine displacement, number of cylinders, and type of fuel to be used), purpose and deployment
 2. Original copy of Certification of Availability of Funds (CAF) by the Local Accountant or Head of the Accounting Unit, or his/or her absence, the Local Treasurer or Budget Officer
 3. Certified true copy of Appropriation Ordinance approving the purchase, and indicating corresponding appropriations (i.e. first and last two pages of the Appropriation Ordinance, including the page that indicates the specified appropriations)

Availability of Service: Monday to Friday 8AM to 5PM (No Noon Break)

Fees: No payment required

How to avail of Service:

RESPONSIBILITY			DURATION (8 Hours)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits letter of request and requirements to the receiving officer	1. Receiving Clerk (stamp RECEIVED) records and forwards the documents to the division concerned	Records Officer	1 Hour
	2. Regional Focal Person evaluates the documents and prepares the endorsement letter	LGMED - Focal Person	4 Hours
	3. The Division Chief reviews and affixes his/her initials	LGMED Chief	1 Hour
	4. Regional Director (RD) signs the certification and the endorsement letter and returns the same to the division concerned	Regional Director/ Asst. Regional Director	1 Hour
2. Client receives the signed endorsement including the attached documents (upon request)	5. Records personnel records and releases the duly signed endorsement, including the attached documents to the DILG Central office	Records Officer	1 Hour