

Annex A



MINISTRY OF THE INTERIOR AND LOCAL GOVERNMENT CITIZEN'S CHARTER SERVICE REQUEST FORM

SERVICE TITLE		Identification No.	
Request for the Issuance of Ministry Authority to LGUs to Purchase Vehicle		NAME OF CLIENT:	
DOCUMENTARY REQUIREMENTS	Kindly Check the documents needed:	NAME OF ORGANIZATION:	
	1. Duly accomplished request form		
	2. Local Chief Executive request letter stating the type of vehicle, specifications (engine displacement, gasoline-fed/diesel-fed, number of cylinders) and purpose and deployment for which such vehicles will be used		CONTACT DETAILS: (phone number and email address)
	3. Certificate of Availability of Funds by the Local Accountant or the Local Treasurer or Budget Officer (issued within 6 months upon request of vehicle)		SIGNATURE:
	4. When utilizing loan proceeds as funding source, CTC of the loan agreement, supported by an appropriate Sanggunian Resolution		
	5. Certified true copy of an Ordinance approving such purchase (i.e., first two and last pages of the Ordinance and the page indicating the appropriated amount, per vehicle)		
6. Certified true copy of the duly approved AIP or LDIP/PDIP			
7. When utilizing the 20% DF, certification signed by the LCE that the proposed vehicle shall NOT be used for administrative purposes.		RECEIVED BY: Receiving Officer	DATE AND TIME RECEIVED:
8. Updated (current CY) inventory/accounting of all existing motor vehicles showing their status/conditions/worthiness		ENDORSED TO RESPONSIBLE OFFICER:	DATE AND TIME ENDORSED
REMARKS:			

ACKNOWLEDGEMENT RECEIPT

This is to acknowledge the service/s you have requested:			Identification No.
SERVICE TITLE:	Date Received	Expected date of Release	Date of release in case of extension
Request for the Issuance of Ministry Authority to LGUs to Purchase Vehicle			
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:	CONTACT DETAILS		
SARAH U. MACALAPIN Statistician II, LGSD	09302855644		
REMARKS:			Republic of the Philippines Ministry of the Interior and Local Government MILG- OPERATION MANAGEMENT SERVICE, 2ND Floor, MILG Bldg. BARM Compound Cotabato City