



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon

**Office of the Municipal Mayor**

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OFFICE OF THE MUNICIPAL HEALTH OFFICER  
ITOGON, BENGUET  
BY: [Signature]  
DATE: 8/10/11

Administrative Order No. 56  
Series of 2011

Subject: **MUNICIPAL GOVERNMENT'S MOTOR VEHICLE REPAIRS AND MAINTENANCE**

**WHEREAS**, it has been a constant problem of the municipality to establish an expedient but lawful scheme for the timely repairs and maintenance of its motor vehicles and other heavy equipments;

**WHEREAS**, this problem has resulted to lack of transportation services for municipal personnel in pursuit of performance of their offices' duties and functions and which in effect led to delay of public service delivery;

**WHEREAS**, a workable scheme has been devised during the Joint Executive-Legislative Meeting held last 05 August 2011 to the effect that the concerned offices with assigned motor vehicles shall readily identify those regular repairs or maintenance needs of their vehicle as differentiated from the emergency or unforeseen repairs;

**WHEREAS**, those regular repairs such as but not limited to change oil, replacement of tires, etc. shall already be included in the Annual Procurement Plan (APP) of the office to which the vehicle is presently assigned;

**WHEREAS**, the emergency or unforeseen repairs shall be addressed collaboratively by the office to which the motor vehicle is assigned, the supply/property office and the concerned procuring arm of the municipality who shall all endeavor to adopt a practical but legally justifiable system on a case to case basis to satisfactorily respond to the urgency of the situation;

**WHEREAS**, to avoid finger pointing and human "football", a "tracking system" for the paperwork shall be adopted by the concerned offices and personnel to facilitate the completion of the required documents for the motor vehicle's repairs or maintenance.

**NOW THEREFORE, I, OSCAR MAINGPES CAMANTILES**, Municipal Mayor of Itogon, by virtue of the powers and authority vested in me by law hereby direct and order that each office assigned with a municipal motor vehicle shall include in their respective APP the regular repairs or maintenance needs of the motor vehicle assigned to their office for the prompt action of the concerned procuring arm of the municipality while emergency repairs shall be treated or addressed under the Fifth (5<sup>th</sup>) paragraph hereof.

This Order takes effect immediately.

Issued this 9<sup>th</sup> day of August 2011 at the Municipality of Itogon, Province of Benguet.

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OFFICE OF THE MUNICIPAL AGRICULTURIST  
ITOGON, BENGUET

BY: [Signature]  
**OSCAR MAINGPES CAMANTILES**  
Municipal Mayor

Republic of the Philippines  
OFFICE OF THE MUN. ENGR.  
Province of Benguet

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Cc:  
- All Concerned Offices  
- BAC on Goods and Services  
- File

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BY: [Signature] 8/10/11  
PNP IMPR By: [Signature] 8/10/2011

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