



ADMINISTRATIVE ORDER NO. 06
Series 2012

SETTING FORTH THE GUIDELINES AND POLICIES ON THE PREVENTIVE MAINTENANCE AND REPAIR OF ALL RP VEHICLES OF THE LOCAL GOVERNMENT UNIT OF ITOGON, BENGUET

WHEREAS, there are no institutionalized, specific and time bound prescribed guidelines and policies on the preventive maintenance, repair and safety inspection of the RP vehicles of the Local Government of Itogon;

WHEREAS, the present set up of the preventive maintenance of the RP vehicles is dependent on the estimation of the driver and the user, thus conducted irregularly and inaccurately which may pose danger and untoward incidents to the riding-users, pedestrians and other motorists;

WHEREAS, there were so many instances that the procurement of the needed materials and spare parts for preventive RP vehicle maintenance and repair took so long due to the laborious and tedious bidding process which eventually had derailed the readily available use of said RP vehicles in the immediate delivery of basic services to the needy citizenry of the municipality;

WHEREAS, there is a need to develop and institutionalize minimum safety inspection and preventive maintenance service schedules to be conducted by the mechanic and the driver to ensure that the RP vehicles are operationally safe and secure to operate;

WHEREFORE, I, **OSCAR M. CAMANTILES**, Municipal Mayor, by virtue of the powers vested in me, set forth the following guidelines and policies for the guidance and compliance of the concerned municipal drivers (regardless of their status of appointment), the municipal mechanic with the assistance of the Supply Officer, to wit:

Section 1: Change Oil of RP Vehicles: All RP vehicles shall be subject for change oil every after three (3) months;

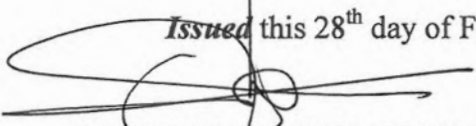
Section 2: Change Tires of RP Vehicles: The tire of all the RP vehicles, regardless of condition shall be replaced every after four (4) months;

Section 3: Other RP Vehicle Maintenance and Regular Check-up: All the other related maintenance and regular check-up procedures shall be regularly done by the municipal mechanic or private motor servicing centers such as Toyota and others;

Section 4: Procurement of spare-parts and materials for the preventive maintenance and regular check up of all RP Vehicles of the Municipality of Itogon: With the regularly scheduled preventive maintenance and check-up of all RP vehicles of the Municipal Government of Itogon, the Bids and Awards Committee shall prepare in advance the Annual Procurement Plan, incorporating the timely schedules of the procurement of the needed motor spare-parts and materials, such as tires, motor oils and the like.

This Administrative Order is effective upon approval.

Issued this 28th day of February, 2012 at the Municipality of Itogon, Benguet.


OSCAR MANGPES CAMANTILES
Municipal Mayor

Cc - All concerned
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