



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

SERVICE TITLE		Identification no.	
Request for the Issuance of Department Authority to LGUs to Purchase Vehicle		NAME OF CLIENT:	
DOCUMENTARY REQUIREMENTS	Kindly Check the documents needed:	NAME OF ORGANIZATION:	
1. Letter request stating the purpose, number of units to be purchased and type of vehicle		CONTACT DETAILS:	
2. Certificate of Availability of Funds			
3. Certified true copy of the Appropriation Ordinance and Sanggunian Resolution approving the purchase		SIGNATURE:	
4. Original updated inventory of existing motor vehicles signed by property custodian, supply officer or GSO			
5. Indorsement of complete documentary requirements from PD/MLGOO			
		RECEIVED BY:	DATE AND TIME RECEIVED:
REMARK/S:		_____ Receiving Officer	
		ENDORSED TO RESPONSIBLE OFFICER:	DATE AND TIME ENDORSED
		_____ Name/ Unit and Designation	

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 Department Authority to LGUs to Purchase Vehicle			
NAME OF RESPONSIBLE OFFICER/UNIT/DESIGNATION:	CONTACT DETAILS:		
REMARKS:			
Republic of the Philippines DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT OFFICE OF THE <hr/> DILG-NAPOLCOM Center, EDSA corner Quezon Avenue			