



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

Office of the President

December 2, 1998

MEMORANDUM NO. 123
Series of 1998

T O: **Engr. Nestor M. Israel**
Engr. Celso F. Gumaod

SUBJECT: **Vehicle Maintenance and Repair System**

As noted by our internal control system evaluators (Mrs. R. Lemos and Mr. E. Dequito), there are a number of areas in the Transportation Motor Pool Division (TMD) especially in the "Vehicle Repair and Maintenance System" that need immediate attention for the good of the service. Hence, you are hereby directed to implement the following measures immediately:






1. Indicate the "expertise needed" on the specific job for all job orders. This will maximize utilization of manpower. Keep record of daily work output of each employee.
2. Include "Certification of Acceptance and Inspection Report" for all deliveries of spare parts and related supplied (SPRS). This documentation is needed in order to pinpoint responsibility and accountability.
3. Maintain stock cards for spare parts and related supplies. This is needed in monitoring the movement of stocks. This will also help the TMD in the evaluation of stocks of SPRS to be included in the annual procurement program.
4. Conduct semi-annual physical inventory of stored stocks, in coordination with SPMD and Accounting personnel. They physical inventory will serve as basis for reconciling the records of the Accounting Division.
5. Use "issue slips" properly approved by authorized official in the issuance of SPRS. This is needed to facilitate cross-checking and for reference purposes.
6. Maintain an accurate "Equipment Historical Record Sheet" for all vehicles indicating among others, date of acquisition, acquisition cost, cost of repairs, and duration of repairs. This is needed in the evaluation of existing vehicles and as basis for any recommendation to higher management.

7. Issue "Certification as to the Roadworthiness" of any repaired vehicle before giving the vehicle to the end-user. This certification is an assurance that the vehicle repaired is roadworthy.
8. Submit periodic reports to higher management any information or proposal that needs appropriate action to improve the services of TMD and PPO.

For your guidance and compliance.


SAMUEL S. GO

President 

cc: OVPA — 
Acctg. Div. —  12-3
SPMD — 
OAA — 
Records — 
File