

DOCUMENTARY REQUIREMENTS FOR BUDGETARY REQUESTS

OTHERS - MOTOR VEHICLES AND P/A/P STRUCTURES

ANNEX B

Type of Request / DBM Action	Documentary Requirements	Legal Basis
<p>A. Motor Vehicles</p> <p>1. Acquisition of Motor Vehicle(s) - For issuance of DBM Authority</p>	<p>1 Agency request</p> <p>2 Duly accomplished Motor Vehicles Inventory Form</p> <p>3 Certification of fund source and availability</p> <p>4 Number, type, specifications and cost of vehicle(s)</p> <p>5 User-Official, deployment by organizational unit, and/or activity/ purpose for which the vehicle will be used</p> <p>6 Inventory and Inspection Report of Unserviceable Equipment covering the vehicle intended to be replaced.</p> <p>7 Justification for the acquisition of the vehicle(s)</p> <p>8 OP approval for those items requiring specific approval by the OP</p> <p>9 Evaluation and recommendation by the DBM; ABM showing the amount for the purpose under the "Needing Clearance" portion of the ABM, if allotments/ appropriations are yet to be released.</p> <ul style="list-style-type: none"> - Approved special budget and certification from the BTr, if the acquisition will be charged against the dept.,office's agency's trust fund, trust receipt, trust liability accounts, and other special accounts, which are deposited with the National Treasury - Endorsement from the Department Secretary or his/her duly authorized representatives, wherein such office/agency is attached - Board resolution approving such purchase; approved operating budget (if SUCs/GOCCs) <p>10 Annual Procurement Plan</p>	<p>- AO No. 233 Aug.1, 2008</p> <p>- BC No. 2010-2 dtd. Mar. 1, 2010</p> <p>- NBC No. 438 dtd. Jan. 11, 1995</p> <p>- NBC Nos. 446 s. of 1995 and 446-A dtd. Jan. 30, 1998</p> <p>- NBC No. 535 dtd. Dec. 29, 2011 (Guidelines on the Release of Funds For FY 2012)</p>
<p>2. Rental of Motor Vehicle(s) - (For a continuous period in excess of 15 days)</p>	<p>1 Agency Request</p> <p>2 Detailed justification for the rental including the duration of the specific program/ project/activity for which the vehicle(s) will be rented.</p> <p>3 Number, type and specifications of the vehicle(s) and the proposed rates.</p> <p>4 Period of rental</p> <p>5 Certification of fund source and availability</p>	<p>- Sec. 76, Chapter 6, Book VI of EO 292</p> <p>- NBC Nos. 446 s. of 1995 and 446-A dtd. Jan.30, 1998</p>
<p>B. Revision of P/A/P Structure or Approval of New P/A/P</p>	<p>1 Legal Basis</p> <p>2 Matrix of Existing and Proposed P/A/Ps</p> <p>3 Proposed Major Final Outputs and Performance Indicators - Forms 1</p> <p>4 P/A/P Review and Analysis Worksheet - Form 2</p> <p>5 Proposed P/A/P Structure with Justification - Form 3</p>	<p>- NBC 532 dtd. Nov. 28, 2011</p>