DEPARTMENT OF TRANSPORTATION

Columbia Tower, Ortigas Ave., Mandaluyong City

REPAIR/MAINTENANCE FORM

I. REQUEST FOR PRE-REPAIR INSPECTION

DESCRIPTION:

_____
Date

Brand/Model: _____ Serial No. _____ **Assigned to:** _____

Date of last repair (same nature): _____

Complaints: _____

CERTIFICATION:

This is to certify that the observed damages/defects are: (1) Due to reasonable wear and tear, not negligence; and (2) Shall not exceed 30% of the current market value of the vehicle/equipment as per Item 5.2, Annex "D" (2) of COA Circular No. 2012-003 dated 29 October 2012.

_____
End-user/Authorized Representative

II. PRE-REPAIR INSPECTION FINDINGS

FINDINGS:

_____
_____
_____
_____
_____
_____

RECOMMENDATION/S:

_____
_____
_____
_____
_____
_____

Inspected by: (Jointly)

MARISSA F. SANTOS
Asset Management Inspector

_____
Mechanic/ CSD Representative

Noted by:

JERICHO V. CABACUNGAN
Chief, Asset Management Division

III. POST REPAIR INSPECTION REPORT

FINDINGS:

_____
_____
_____
_____
_____
_____

ACTION TAKEN:

_____
_____
_____
_____
_____
_____

Inspected by: (Jointly)

MARISSA F. SANTOS
Asset Management Inspector

_____
Mechanic/ CSD Representative

Noted by:

JERICHO V. CABACUNGAN
Chief, Asset Management Division

Repair Shop/Supplier/Address: _____

RIV No. _____ Date: _____ J.O. No. _____ Amt. _____

Inv No. _____ Amt: _____ Date: _____