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Republic of the Philippines
Province of Cagayan
Tuguegarao City

OFFICE OF THE CITY MAYOR

25 March 2023

THE PRESIDING OFFICER AND MEMBERS
Sangguniang Panlungsod
This City

Dear **Presiding Officer and Members of the Sanggunian:**


Greetings of solidarity and peace!

We are respectfully forwarding to your level the attached letter from DILG Regional Director Agnes A. De Leon, CESO IV, dated March 21, 2023 regarding the request for a Department Authority to purchase one (1) unit brand new motor vehicle for use in the Office of the Sangguniang Panlungsod.

For your information and appropriate action.

Thank you and best regards.

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

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Letter from DILG re-purchase of vehicle for the use of the Sangguniang Panlungsod



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
TUGUEGARAO CITY, CAGAYAN

2nd Floor, Tuguegarao City Hall, Enrile Boulevard, Carig Sur, Tuguegarao City
dilg.tugcity@gmail.com

OFFICE OF THE CITY LOCAL GOVERNMENT OPERATIONS OFFICER

March 22, 2024

OFFICE OF THE CITY MAYOR
RECEIVED
MAR 25 2024
Date: _____
Time: 8:15 A.M.
By: _____

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Tuguegarao City, Cagayan

THRU : MR. JUANITO A. CALUBAQUIB
City Administrator

Ma'am:

We are respectfully providing you a copy of the letter from DILG Regional Director Agnes A. De Leon, CESO IV, dated March 21, 2024 regarding the request for a Department Authority to purchase one (1) unit brand new motor vehicle for use in the Office of the Sangguniang Panlungsod, for your information and reference.

Thank you and our warmest regards.

Very truly yours,

FERNANDO T. CALABAZARON III
CLGOO

DILGTUGCITY
FTCIII/ein

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R02-2024-03-22-006



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 02
Regional Government Center, Carig Sur, Tuguegarao City
<http://region2.dilg.gov.ph>

R02-POV-CN-2024-03-006

March 21, 2024

HON. MAILA ROSARIO S. TING-QUE
City Mayor
Tuguegarao City, Cagayan

THRU: **ENGR. MARIA LOIDA M. URMATAM, CESE**
Provincial Director, DILG-Cagayan

Dear **Mayor Ting-Que**:

Mabuhay!

This has reference to your request for a Department Authority to purchase one (1) unit brand new motor vehicle for use in the Office of Sangguniang Panlungsod, said city.

After checking the documents submitted, we regret to return this request without favorable action for the following reasons:

1. The request does not include the accomplished Citizen's Charter Request Form (CCSRF);
2. The LCE letter request does not contain the number and type of vehicle sought to be purchased, vehicle specifications, amount, and its deployment, per the Updated Motor Vehicle Description, Classifications, and Specifications Guide, Annex A of the Department of Budget and Management Budget Circular No. 2022-1;
3. The Certificate of Availability of Funds (CAF) does not specify the vehicle type to be purchased;
4. There is no attached Appropriation Ordinance (AO) or Resolution approving such purchase;
5. There is no attached Motor Vehicle Inventory and Re-fleeting Program; and
6. The request for Authority to Purchase Motor Vehicle (APMV) does not include the endorsement from the DILG-Cagayan Provincial Office.

In view of this and to facilitate the approval of your request, kindly submit the following:

1. Duly accomplished CCSRf;
2. Revised LCE letter-request containing the following information, among others:
 - ✓ Cost;
 - ✓ Deployment Office:

"Matino, Mahusay at Maaasahan"
Tel. (078) 377-3618

- ✓ Specific Purpose in accordance with Annex A of the Department of Budget and Management Budget Circular No. 2022-1;
 - ✓ Specific number and type of vehicle/s to be purchased (e.g. Sports utility Vehicle or Van); and
 - ✓ Funding source:
3. Revised Certification of Availability of Funds (CAF) containing the specific type of vehicle to be purchased;
 4. Attach a Certified true copy of the Appropriation Ordinance (AO); and
 5. Updated (current calendar year) inventory/accounting of all existing motor vehicles showing their status/conditions/worthiness.

Also, as part of our protocols and processes, the revised letter and its attachments should be submitted to the DILG-Provincial Office through the City Local Government Operations Officer (CLGOO), which shall ensure the completeness of documents before endorsing to this level.

Our warmest regards.

Very truly yours,


AGNES A. DE LEON, CESO IV
Regional Director

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ETMLBB\DMMT/SJB

RO2-LGCCD-2024-03-21-008