



OFFICE OF THE PROVINCIAL GOVERNOR
CARLOS JERICHO L. PETILLA

May 9, 2024

HON. LEONARDO M. JAVIER JR.
Vice-Governor and Presiding Officer
and **THE HONORABLE MEMBERS**
SANGGUNIANG PANLALAWIGAN
Province of Leyte

Gentlemen and Ladies:

Greetings!

Respectfully endorsed to the Honorable August Body, authorizing the **Honorable Carlos Jericho L. Petilla, Governor, Province of Leyte**, to purchase motor vehicles for the Provincial Government of Leyte. The acquisition of motor vehicles will be utilized by the different departments, offices, and units of the Province that urgently need transportation and vehicles in the conduct of their daily official functions, and to efficiently deliver frontline services to our constituents in the Province of Leyte.

I am confident that this endorsement will merit your preferential consideration. Attached herein is the document for your guidance and perusal.

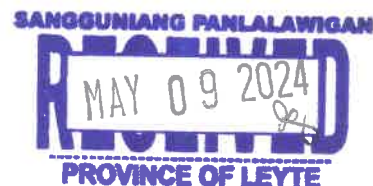
Thank you.

Very truly yours,


CARLOS JERICHO L. PETILLA
Governor

Item No.: 11

Date: 14 2024 MAY
Republic of the Philippines
PROVINCE OF LEYTE





P037-2024-05-07-007

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Leyte Provincial Office
Kanhuraw Hill, Tacloban City

May 6, 2024

HON. CARLOS JERICO L. PETILLA
Governor
Province of Leyte



Dear Governor PETILLA:

Greetings!

This refers to your letter dated April 8, 2024, which was received by this level on May 3, 2024, requesting for the issuance of Authority to Purchase Vehicles in compliance with DILG Memorandum Circular 2022-105, Series of 2022.

Upon review of the submitted documents vis-a-vis existing guidelines - (i.e. DBM Budget Circular No. 2022-1, Series of 2022, and DILG Memorandum Circular No. 2022-105, Series of 2022), we have hereto attached our findings and recommendations.

To ensure the prompt issuance of an approved authority to purchase motor vehicle, please submit to this level, **NOT LATER THAN 3 DAYS** upon receipt of this letter, all lacking and corrected documents stated in the Findings and Recommendations.

For information, guidance, and appropriate action.

Very truly yours,

ANNABELLE V. DE ASIS, CESE
Provincial Director



Encl: 1. Findings and Recommendations



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Leyte Provincial Office
 Kanhuraw Hill, Tacloban City

Findings and Recommendations

Particulars	Findings	Recommendations
1. Letter request of the LCE	➤ The letter does not reflect the official address where the approved Department Authority maybe sent.	➤ Include in the letter request the official address where the approved Department Authority maybe sent. ✓
2. Certification of Availability of Funds	➤ The Certification of Availability of Funds is not an original copy/certified true copy	➤ Please submit in original or certified copy. ✓
3. Local Appropriation Ordinance approving such purchase	<ul style="list-style-type: none"> ➤ Submitted Appropriations Ordinance does not indicate the appropriated amount for the vehicle/s to be purchased, nor does it reflect the name of office the budget was appropriated. ➤ No attached/submitted SP Resolution Approving the Purchase of Motor Vehicles as stated in the letter request 	<ul style="list-style-type: none"> ➤ Per 5.6.1.3 of DILG MC 2022-105, please submit in original or certified copy of Ordinance approving the purchase of the vehicles (first two and last pages of the said ordinance and the page indicating the appropriated amount, per vehicle, to be purchased, and reflecting the name of office the budget was appropriated). ➤ Please submit the SP Resolution Approving the Purchase of Motor Vehicles as stated in the letter request for review.
4. Citizen's Charter Service Request Form (CCSRF)	Submitted accomplished Citizen's Charter Service Request Form signed by a representative, and on the space for the receiving officer.	➤ Kindly re accomplish the CCSRf, to be signed by the LCE on the space below the portion for other needed information.



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Leyte Provincial Office
Kanhuraw Hill, Tacloban City

		➤ Please leave blank the receiving officer portion for this is for the DILG Officer.
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Republic of the Philippines
PROVINCE OF LEYTE

Palo, Leyte
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PROVINCIAL BUDGET OFFICE


CERTIFICATE OF AVAILABILITY OF FUNDS


THIS IS TO CERTIFY that there are funds available in the amount of P41,300,000.00 for the purchase of the following motor vehicles, to wit:

Vehicle Type	Number of Vehicles	Specifications	Cost	Total Estimated Cost
Crossover Utility Vehicle	10	2,755cc, diesel engine, 4 cylinder, 6-speed automatic transmission, seats 8 persons	1,838,000.00	18,380,000.00
Passenger Van	10	2,755cc, diesel engine, 4 cylinder, 6-speed manual transmission, seats 15 persons	2,292,000.00	22,920,000.00
TOTAL	20			P41,300,000.00

THIS IS TO CERTIFY FURTHER, that the total amount of P41,300,000.00 is part of Capital Expenditure Fund of Motor Vehicle Appropriation under the Continuing Appropriation from the General Fund Annual Budget CY 2022 SP Appropriation Ordinance No. 2021-03, series of 2021 dated September 2, 2021, .

Issued this 23rd day of April 2024 at the Provincial Government Complex, Palo, Leyte.


MA. DORIS M. BELOY
Provincial Accountant


MARIA GINA P. HIPE
Provincial Budget Officer

Programmed Appropriations and Obligation for Special Purpose Appropriations FY 2022
Province of Leyte

Office/Department : **PROVINCIAL GOVERNOR'S OFFICE**
 Special Account : **General Fund**

REVIEWED


 12-27-21

AIP Reference Code (1)	Sector (2)	Program/Project/Activity (3)	Past Year 2020 (Actual) (5)	Current Year 2021		Budget Year 2022 (Proposed) (7)
				Actual (5)	Estimate (6)	
1000-01-0042	GENERAL	CAPITAL EXPENDITURE FUND: (1011-49)				
		CONSTRUCTION OF GOV'T. BLDG., PROPERTY, PLANT, EQUIPMENT, OTHER STRUCTURES & FACILITIES, LAND, LAND IMPROVEMENTS, POWER SUPPLY SYSTEM, ROAD NETWORKS, (Concreting of Roads) CONSTRUCTION & HEAVY EQUIPMENT, MOTOR VEHICLES, OFFICE EQUIPMENT, OTHER PROPERTY, PLANT & EQUIPMENT, FURNITURE AND FIXTURES FOR THE PROVINCIAL GOVERNMENT COMPLEX OR NEW CAPITOL BUILDING				
		Capital Outlay				
		Other Land Improvements	-	-	2,000,000.00	3,000,000.00
		Road Networks	45,223,371.25	-	60,000,000.00	300,000,000.00
		Office Equipment	-	-	2,000,000.00	2,000,000.00
		Other Property, Plant & Equipment	-	-	2,000,000.00	1,000,000.00
		Land Improvement	-	-	2,000,000.00	1,000,000.00
		Other Structures	2,233,236.39	-	54,000,000.00	297,000,000.00
		Power Supply Systems	426,488.90	-	2,000,000.00	2,000,000.00
		Furnitures & Fixtures	-	-	2,000,000.00	2,000,000.00
		Water Supply Systems	-	-	-	2,000,000.00
		Motor Vehicles	-	-	2,000,000.00	10,000,000.00
		Flood Control System	-	-	2,000,000.00	10,000,000.00
	Total Appropriation	47,883,096.54	-	130,000,000.00	630,000,000.00	
1000-01-001-27	GENERAL	PROVINCIAL INTER-AGENCY COMMITTEE AGAINST TRAFICKING & VIOLENCE AGAINST WOMEN AND CHILDREN (PIACAT-VAWC) (1011-50)				
		Maintenance & Other Operating Expenditures				
		Travelling Expenses	-	-	10,000.00	10,000.00
		Office Supplies Expenses	-	-	10,000.00	10,000.00
		Other Supplies and Materials Expenses	-	-	10,000.00	10,000.00
		Representation Expenses	-	-	200,000.00	200,000.00
		Other Professional Services	-	-	70,000.00	70,000.00
	Total Appropriation	-	-	300,000.00	300,000.00	