

Refer To: Committee on Finance and Appropriations



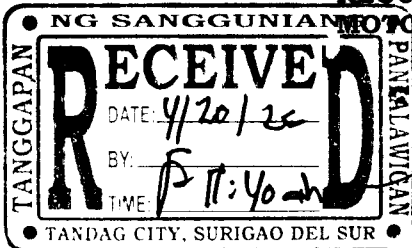
Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG CITY



BAGONG PILIPINAS

Office of the Governor

SUBJECT: REQUESTING PERTINENT DOCUMENTARY AND PROCEDURAL REQUIREMENTS FOR THE ISSUANCE OF AUTHORITY TO PURCHASE A NG SANGGUNIAN MOTOR VEHICLE



1st Indorsement

April 16, 2026

RELEASED
PGO-SURIGAO DEL SUR

SIGNATURE OVER PRINTED NAME
CONTROL NO: DATE: 4/17/26 TIME: 2:01pm

Respectfully indorsed to **Honorable Members of the Sangguniang Panlalawigan, thru: Hon. Ruel D. Momo, Acting Provincial Vice Governor and Presiding Officer, this Province,** the herein basic communication from John Vincent C. Pimentel, Provincial Administrator, for your appropriate action.

MANUEL O. ALAMEDA, SR.

Acting Provincial Governor



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan

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For the Governor:

JOHN VINCENT C. PIMENTEL
Provincial Administrator

Requests from component cities, municipalities and barangays to purchase any motor vehicles, utilizing local unencumbered funds, shall seek prior approval of the concerned DILG Regional Director.

4.0 DOCUMENTARY AND PROCEDURAL REQUIREMENTS IN THE ISSUANCE OF AUTHORITY TO PURCHASE MOTOR VEHICLES

4.1 Prior to the issuance of authority to purchase motor vehicles, the following documents, in original and/or certified true copy, shall be submitted to the concerned DILG Municipal/City/Provincial Field Office:

4.1.1 ~~Local Chief Executive (LCE)~~ letter request stating the number and specific type of vehicle to be purchased, including specifications (i.e., engine displacement, fuel use as to gasoline- or diesel-fed, and number of cylinders), the purpose and deployment for which such vehicle(s) will be used, and official email address where the approved Department Authority may be sent, upon approval;

4.1.2 ~~Certification of Availability of Funds~~ by the Local Accountant or the Head of the Accounting Unit, or in his absence, the Local Treasurer or Budget Officer;

4.1.3 ~~Certified true copy of an Ordinance approving~~ such purchase (i.e., first two and last pages of the said Ordinance and the page indicating the appropriated amount, per vehicle, to be purchased), or

Other legal document to support transfer of funds, a current *Sanggunian Resolution on the fund utilization* is necessary; in the case of trust funds such as, unexpended DRRM fund balances in previous year(s), funds transferred/donated to the requesting-LGU from higher-level LGUs, government corporations, etc.

4.2 For motor vehicle acquisitions requiring authority from the DILG, all Regional Offices shall review and ensure the completeness of the submitted documents based on the checklist of the aforementioned documentary requirements, and inform the requesting-LGU of any lacking document(s) within three (3) days upon receipt of the said request prior to submission to the DILG Central Office, through the Bureau of Local Government Supervision-Recognition and Awards Division (BLGS-RAD). The Regional Office shall advise the requesting-LGU if the request falls within that LGU authority to approve and need not be submitted to the Central Office, for appropriate action;

4.3 In instances when the requesting-LGU directly submits their Requests for Authority to Purchase Motor Vehicles directly to the Central Office, the BLGS-RAD shall review the same and make the appropriate action; and

A. ORIGINAL / UPDATED MOTOR VEHICLE INVENTORY
↓
(PGSO - PROPERTY & INVENTORY)