



30. VEHICLE PRE-INSPECTION (LTO REGISTRATION)

Pre-inspection of city-owned motor vehicles shall be made prior to LTO registration to determine the vehicle roadworthiness and to ensure that subject vehicle shall pass or qualify the LTO standard of requirements. Motor vehicle checklist is prepared.

Office or Division:	MOTORPOOL DIVISION (MD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Quezon City Government Offices/Departments (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Memo issued by MPMCD, GSD (1 photocopy) • Motor Vehicle Maintenance Checklist (2 original copies) 		<ul style="list-style-type: none"> • Client • Motorpool Division, GSD 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives approved Memorandum on schedule of vehicle inspection	1.1 Issues Schedule of vehicles for inspection	None	10 minutes	Chief, Movable Property Mgmt & Control Division, Supply Officer V
2. Submits vehicle/s due for inspection	2.1. Receives Motor Vehicle for inspection	None	5 Minutes	Clerk, Repair and Maintenance Section, Motorpool Division
3. None	3.1. Instructs the Special Operations Officer III, for Implementation	None	2 Minutes	Chief, Motorpool Division, Special Operations Officer V
	3.2. Instructs the Special Operations Officer II / Mechanic II / III	None	2 Minutes	Special Operations Officer III, MD



	3.3. Conducts Inspection of vehicle (based on checklist)	None	10 Minutes	Special Operations Officer II, Mechanic II / III, MD
4. Receives inspected vehicle/s	4.1. Reviews and signs the Check list form	None	3 Minutes	Special Operations Officer V/Special Operations Officer III, MD
	TOTAL	None	32 minutes/ vehicle	