



DEPARTMENT/OFFICE
Quezon City, Metro Manila



Control no: _____

DESCRIPTION OF PROPERTY:

NOTE: To be filled-up completely by the requesting Office/Department:

Type: _____ Brand: _____ Model: _____
 Engine: _____ Chassis No.: _____ Plate No.: _____
 Acquisition Cost: _____ Date Acquired: _____ Property No. _____
 Nature of Last Repair: _____ Date of last Repair: _____

DEFECTS/COMPLAINTS: _____

Parts to be supplied/replaced: _____

Submitted Requirments: Covering Letter Operational
 A.R.E Non- Operational Requested by: _____
 Others: _____ Property Officer
 Date: _____

CITY GENERAL SERVICES DEPARTMENT
 Property Management & Control Division
MOTOR VEHICLE

PRE-REPAIR INSPECTION Inspection Report no: _____
 Date Requested: _____ Date Inspected: _____
Findings: _____

Pre-Inspected by: _____ Noted by: _____
 Technical Inspector **FAITH C. SALMORIN**
 Chief, MPMCD

POST-REPAIR INSPECTION
 Date Requested: _____ Date Inspected: _____
Findings: _____

Fund Code: _____ Source of Fund: _____
 P.O. NO.: _____ Date : _____ Amount : _____
 Invoice No.: _____ Date : _____ Amount : _____
 Motor Shop: _____
 Address: _____

Submitted Documents: Waste Materials (If Necessary) Others: _____
 Post-Inspected by: _____ Noted by: _____

Technical Inspector **FAITH C. SALMORIN**
 Chief, MPMCD
QC-GSD-PPRI-01-A