



## 29. 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.

|   |   |   |                        |   |
|---|---|---|------------------------|---|
| <b>Office or Division:</b>  | <b>MOTORPOOL DIVISION (MD)</b>  |   |                        |   |
| <b>Classification:</b>  | Simple  |   |                        |   |
| <b>Type of Transaction:</b>   | G2G – Government to Government  |   |                        |   |
| <b>Who may avail:</b>   | All Quezon City Government Offices/Departments (End-user)                                 |   |                        |   |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |   |
| <ul style="list-style-type: none"> <li>Request form (1copy)</li> <li>Motor Vehicle Maintenance Checklist (2 original copies)</li> </ul> |   | <ul style="list-style-type: none"> <li>Motorpool Division, GSD</li> </ul> |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>   | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>                               |
| 1. Filling up and submits request form  | 1.1 Issues request form   | None  | 10 minutes             | End User  |
| 2. Submits request and vehicle/s due for inspection   | 2.1. Receives request/motor Vehicle for inspection  | None  | 5 Minutes              | Mechanical Foreman                                      |
| 3. None   | 3.1. Reviews, approves & Instructs the Special Operations Officer III, for Implementation | None  | 5 Minutes              | Chief, Motorpool Division, Special Operations Officer V |
|   | 3.2. Instructs (Mechanical Foreman) for scheduling and actual conduct of inspection       | None  | 3 Minutes              | Special Operations Officer III                          |



|                                 |   |             |                            |                    |
|---------------------------------|---|-------------|----------------------------|--------------------|
|                                 | 3.3 Schedules & assigns mechanic to conduct inspection          | None        | 3 Minutes                  | Mechanical Foreman |
|                                 | 3.4. Conducts actual Inspection of vehicle (based on checklist) | None        | 10 minutes                 | Mechanic II & III  |
| 4. Receives inspected vehicle/s | 4.1. Receives and signs the Check list form for confirmation    | None        | 3 Minutes                  | End user           |
|                                 | <b>TOTAL</b>  | <b>None</b> | <b>39 minutes/ vehicle</b> |                    |