

R E S T R I C T E D



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1081 Manila

NHQ-PCG/CGLSC/CG-4

30 August 2022

**MEMORANDUM CIRCULAR
NUMBER 07-22**

**PROPER UTILIZATION AND MANAGEMENT OF PCG OWNED AND ISSUED LAND
MOTOR VEHICLE**

I. REFERENCES:

- a) Republic Act No. 4136 Land Transportation and Traffic Code dated 20 June 1964
- b) COA Circular No. 75-6A dated 25 December 1975
- c) Administrative Order No. 239 dated 15 September 2008
- d) PCG Disposal Policy Circular Nr 04-09 dated 22 May 2009
- e) MMDA Regulation No. 10-001 dated 21 January 2010
- f) Republic Act No. 10607 The Insurance Code 23 July 2012
- g) COA Circular No. 2012-003 dated 29 October 2012
- h) GSIS Motor Car Policy
- i) Owner's Manual Toyota Innova

II. PURPOSE:

This Circular prescribes the policies, guidelines and procedures for the proper utilization and management of all owned and issued PCG vehicles.

III. SCOPE:

This Circular shall be applicable to all PCG Units with issued PCG vehicles as their official staff car and for operations purposes.

IV. DEFINITIONS:

- A. *Beyond Economical Repair*** – a situation where the cost of repair and maintenance becomes prohibitive and disadvantageous to the Government. Vehicles had already exceeded the thirty percent (30%) allowable repairs and due for disposal.

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B. Certificate of Registration (CR) - refers to the document/receipt which is issued by the LTO containing technical information about a particular vehicle: make, model, vehicle class, motor number, chassis number, engine displacement, number of cylinders, gross weight, net capacity, and total number of passengers, as well as the owner's complete name and address.

C. Driver – any PCG personnel, authorized by PCG to man/drive/operate any of PCG's Land Motor Vehicle, who must be a licensed operator of a Land Motor Vehicle issued by Land Transportation Office (LTO) or appropriate office/agency/bureau/body/entity.

D. Driver's License - the authority in the form prescribed by Land Transportation Office (LTO) granted to a person to operate motor vehicle that is either non-professional or professional driver's license.

(1) **Non-professional Driver's License (NPDL)** - the authority in the form prescribed by LTO granted to a PCG personnel to operate a private motor vehicle.

(2) **Professional Driver's License (PDL)** – the authority in the form prescribed by LTO granted to any driver hired or paid for driving or operating a motor vehicle, whether for private use or for hire to the public.

E. End-User – Coast Guard Units, Staff Offices, Commands, Major, Technical, Special Commands, Districts, Stations and Sub-Stations utilizing PCG Land Motor Vehicles.

F. Land Motor Vehicle - any land vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes.

G. Monthly Report of Official Travels – trip ticket transcribed or summarized in chronological order accomplished by the duty driver every end of the month for auditing purposes. Supervised by C, HSG of the office or head of unit.

H. Official Receipt (OR) – refers to the document/receipt which is also issued by the LTO which serves as a proof that the owner has paid for the vehicle's registration.

I. Periodic Maintenance Service (PMS) – general service for a vehicle which is carried out at regular intervals.

J. Police Report - a document containing accurate, detailed and informative information about a crime or incident in order to serve its different purposes.

K. Property Acknowledgement Receipt (PAR) - a duly prescribed document evincing the unit/s, description of item/s, and the name/s and/or signature/s of the giver and receiver.

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L. Security Vehicle – are vehicles engaged in security missions or intelligence work. The mere use in some Government vehicles of security plates does not necessarily give them the character of security vehicles.

M. Third party - is any person other than a passenger as defined in this section and shall also exclude a member of the household, or a member of the family within the second degree of consanguinity or affinity, of a motor vehicle owner or land transportation operator, as likewise defined herein, or his employee in respect of death, bodily injury, or damage to property arising out of and in the course of employment.

N. Trip Ticket – a required document for official business travels properly accomplished by the driver and duly signed by the Head of Unit or detailed Duty OOD/CDO. In case of the absence of the Head of Unit, the officer next in line, officer detailed or any authorized representative shall sign.

O. Unified Vehicular Volume Reduction Program (UVVRP) Exemption Certificate – Certificate issued by the Metropolitan Manila Development Authority for exempting Government vehicles from the Unified Vehicular Volume Reduction Program regulating the operation of certain motor vehicles on all roads in Metropolitan Manila.

P. Vehicle Insurance – vehicle insurance provided by the Government Service Insurance System (GSIS), covering both property risk (theft or damage of vehicle) and the liability risk (legal claims arising from an accident).

Q. Letter Order – this document is carried by a driver or escort carrying firearms during travel.

R. Travel Authority – this document is being presented on provincial checkpoints and places with restrictions.

S. Mission Order – this document states the mission of the movement.

V. GENERAL POLICIES:

1. All issued PCG land motor vehicles shall be properly accounted and turned-over with corresponding duly signed Property Acknowledgement Receipt (PAR) during the change of command.

2. Vehicles shall not be taken by any Outgoing Commander/Head of Office to its new assignment.

3. Vehicles issued to PCG sub-units like CG Stations and Operational Units such as CGSOG, CGK9, MEPU, Dental Stations, etc shall be for the use of the unit in the performance of its official functions and not exclusively for the use of the Unit Commander only.

4. PCG land motor vehicles shall be utilized only for official engagement or commitment and other related PCG operations or activities.

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5. Use of land motor vehicles shall be properly controlled and regulated through the use of properly accomplished and duly approved Trip Ticket which should be serially numbered, a summary in chronological order. Likewise, a logbook per vehicle shall also be maintained by the designated driver indicating therein all the trips undertaken.
6. All PCG land motor vehicles should be marked "FOR OFFICIAL USE ONLY" (Existing PCG circular regarding Vehicle Markings may apply).
7. PCG Security vehicles are exempted from the markings of "For Official Use Only." (Existing PCG circular regarding Vehicle Markings may apply)
8. PCG land motor vehicles that are marked are exempted in the Unified Vehicular Volume Reduction Program (UVVRP), also known as "Number Coding Scheme". However, Security Vehicles that are being used in covert operations must apply for UVVRP for exemption.
9. Movement of all government vehicles issued to PCG Unit shall be monitored by each unit's operations office.
10. All duty/designated drivers shall have an updated and non-expired Driver's License before utilizing any PCG vehicle.
11. All PCG units and offices with government issued vehicles shall ensure the cleanliness, presentability and reliability of their vehicles. This is to project an image that the PCG is a professional organization.
12. All designated drivers shall ensure that loading capacity limits of the vehicles are strictly observed and shall not allow the overloading of passengers and/or cargoes.
13. All designated drivers should be competent and in good physical condition to drive. Moreover, drivers should also strictly observe traffic rules and regulations including safe and responsible driving.
14. Driving under the influence of liquor is strictly prohibited.
15. End-user for all land motor vehicles shall strictly observe the scheduled preventive maintenance (PMS) to prolong its life span and to maintain its engine performance.
16. The LTO registration/renewal of respective issued vehicles shall be the responsibility of end-user.
17. All vehicles that fall under beyond economical repairs and for disposal shall be reported immediately to Coast Guard Logistics Systems Command (Attn: SAO and CG-4) for further evaluation prior disposal. It should be in accordance with the existing circulars on disposal of properties and equipment.
18. All for Disposal PCG Land Motor Vehicle must be disposed through existing disposal policy to generate greater benefits to the Government in terms of higher

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appraisal value for the property, lesser storage and better management of limited office space.

VI. PROCEDURES:

A. LAND MOTOR VEHICLE TURN-OVER AND ACCEPTANCE:

1. The Outgoing Commander shall turn-over the land motor vehicle/s to the Incoming Commander by accomplishing Property Acknowledgement Receipt (PAR).
2. The Incoming Commander shall be the one to receive and sign the PAR. The accomplished and posted (SAO to mark "POSTED") PAR must have three copies for filing purposes of the following:
 - a. Logistics Officer of Unit;
 - b. Supply Accountable Office (SAO) and ;
 - c. NHQ-PCG (O/CG-4 Mobility Branch)
3. If the land motor vehicle was damaged or lacking of documents, parts, accessories and important components of the vehicles prior to the turn-over, the Outgoing Commander is responsible and liable to make necessary repair and processing of documents.
4. After the land motor vehicle/s was turned-over by the Outgoing Commander, the Incoming Commander must notify O/CG-4 for updating its PAR and monitoring of Land Motor Vehicle Inventory.

B. FOR VEHICLE UTILIZATION:

1. Trip Ticket/s must be accomplished before the utilization of the land motor vehicle to validate official use and for any other purposes such as for insurance purposes or record filing, among others.
2. Three (3) trip tickets shall be accomplished by the driver:
 - a. One Trip Ticket for the driver, the latter being responsible to display the Trip Ticket either in the windshield or to such conspicuous place of the land motor vehicle/s;
 - b. One for Operations office of PCG units for monitoring the movement of vehicles. The designated drivers should present a copy of the trip ticket and accompanying directives on the trip to be undertaken.
 - c. One to be filed by Logistics Officer for documentation and future references.
3. Trip Ticket/s must be only approved by the Commander/Commanding Officer of the unit, and in his/her absence, the next officer in line or any authorize representative can sign for the trip ticket in behalf of the unit Commander/Commanding Officer.



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4. The designated driver should maintain contact and constantly update the operations center on the movement. Constant communication is necessary for long trips to ensure constant monitoring and for safety and security reason. Likewise, it is advisable that contact with friendly forces is also established along the way.
5. The designated driver shall render report through any available means of communications to the operations center upon reaching the destination and prior leaving. Driver must send continuous and updated sitrep to operations re the mission.
6. Prior departure, drivers must also secure the following documents from the operations for provincial check point and places with restrictions:
 - a. Letter Order;
 - b. Travel Authority; and
 - c. Mission Order
7. The duty driver and chief mechanic will always perform the daily routines inspections or safety checks of critical items, such as battery, lights, oil, water, brakes, air, gas, engine, tires, tools and self (BLOWBAGETSS) must be done prior and after travel. Check yourself if you are fit to drive because driver plays an important role in operating the land motor vehicle in every operation. (Annex J)
8. Secure a photocopy of Official Receipt and Certificate of Registration aboard each PCG land motor vehicle.
9. For heavy vehicles, drivers must possess a driver's license with restrictions of 1,2,3 or restrictions A to D. (Note: GSIS insurance cannot be availed if driver's license doesn't meet the restrictions)
10. Heavy vehicle drivers must have at least one (1) accompanying personnel who serves as escort and maneuvering look-out.

C. FOR VEHICLE PREVENTIVE MAINTENACE SERVICE (PMS), REPAIR AND LTO REGISTRATION

1. End-Users shall facilitate the actual processing of the maintenance, repair and LTO Registration of PCG land motor vehicles under his/her accountability with accomplished PAR.
2. End-Users shall facilitate the processing of documents (canvass, request letter for repair, PHILGEPS posting and other pertinent documents required by CG Accounting Service Office) for payment. The chargeability of expenses incurred will be charged against the funds of End-User.
3. End-Users shall follow the PMS schedule that can be found on their respective vehicle operational manual. If not available, the End-Users may inquire in the nearest Casa/Dealer regarding the ideal schedule for PMS of their land motor vehicle. End-Users may conduct PMS if necessary or in dire need upon assessment to maintain roadworthiness and safety operation of the vehicle.

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4. Other Acceptable Standards as alternative land motor vehicle PMS. (See Annex I)

D. FOR VEHICLE INSURANCE

1. Insurance registration and/or application of all PCG land motor vehicle/s either new application or renewal must be obtained by O/CG-4.
2. O/CG-4 must furnish the End-User a copy of the Land Motor Vehicle/s Insurance Policy, upon request.
3. O/CG-4 must furnish the End-User a copy of the Land Motor Vehicle/s Insurance Policy upon renewal of the insurance (no request is needed).
4. Accidents must be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible) to O/CG-4 to be accompanied by a police report. The End User must accomplish and complete the documents and will be given to O/CG-4 to process the application of motor vehicle insurance claims, following are the requirements to be submitted to O/CG-4.

OWN DAMAGE:

- a. Duly Notarized Driver's Affidavit
- b. Police Report (if with collision to another vehicle)
- c. Copy of the Vehicle's OR/CR
- d. Copy of Professional Driver's License & OR
- e. Colored picture of the vehicle involved showing the damaged portion with the plate number of the vehicle (4 sides):
 - 1) Taken at the time of the accident; or
 - 2) If (1) is not possible, immediately after the accident.
- f. Repair Estimate:

Three (3) estimates from:
(One (1) estimate from dealer/casa; and
At least two (2) estimates from motor shops)
- g. Trip Ticket
- h. Stencil of motor and chassis number, if unit is more than five (5) years

Additional Requirements for the following type of claims:

THIRD PARTY PROPERTY DAMAGE:

- a. Original copy of the Certificate of No Claim
- b. Copy of the Third Party Vehicle's OR/CR
- c. Copy of Third Party Driver's License & OR
- d. Colored picture of the vehicle involved showing the damaged portion with the plate number of the vehicle (4 sides):

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- 1) Taken at the time of the accident; or
- 2) If (1) is not possible, immediately after the accident

e. Repair Estimate:

Three (3) estimates from:
(One (1) estimate from dealer/casa; or
At least two (2) estimates from motor shops)

- f. Trip Ticket (if Third Party is also RED PLATE)
- g. Memorandum Receipt (if assigned to Official Personnel)
- h. Stencil of motor and chassis number, if unit is more than five (5) years

THIRD PARTY BODILY INJURY/DEATH CLAIM:

- a. Original copy of Medical/ Death Certificate
- b. Original copy of the receipts for medicines
- c. Original copy of burial expenses receipts
- d. PSA original copy of evidence relationship (victim-claimant)

THEFT CLAIM:

- a. Copy of Alarm Sheet
- b. Copy of Complaint Sheet
- c. Certificate of Non-Recovery (PNP)

THIRD PARTY PROPERTY CLAIM OTHER THAN MOTOR CAR:

- a. Evidence of ownership of the property
- b. Photos of the damaged property
- c. Repair Estimate/Bill of Materials

E. FOR DISPOSAL PROCEDURES

1. End-Users shall identify the PCG land motor vehicle that is beyond economical repair and due for disposal and submit necessary documents to the PCG Disposal Committee for deliberation.
2. O/CG-4 to prepare and issue receipt and transfer the accountability of returned vehicles to Supply Accountable Office (SAO).
3. PCG land motor vehicles that is beyond economical repair and for disposal shall be disposed through Circular Nr 04-09 dated 22 May 2009 "Disposal of PCG Properties and Utilization of the Income Derived therefrom" and other COA Circulars/policies.

F. FOR MONITORING AND INVENTORY

1. End-User/s shall monitor, record and account properly all PCG land motor vehicles within their Area of Responsibility the following but not limited to

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maintenance conducted, repair/s, LTO registration and any other incidents in relation thereto.

2. End-Users shall provide a logbook aboard all PCG land motor vehicles within their AOR that will be accomplished by the duty driver of the day and log all maintenance, repair and LTO registration conducted including any incident transpired while utilizing the said Land Motor Vehicle.

3. End-Users shall submit PCG Land Motor Vehicle Monitoring and Inventory Report that will be facilitated by the Logistics Officer/POIC every first month of the quarter via electronic mail (e-mail) to CGLSC and O/CG-4.

VII. RESPONSIBILITIES:

A) Commander, Coast Guard Logistic Systems Command

1. Responsible for the monitoring compliance and over-all execution of this Circular.
2. Consolidate all quarterly Land Motor Vehicle Monitoring and Inventory Report from all PCG Units and Offices and copy furnish to O/CG-4 the following:
 - a. Vehicle Data Sheet;
 - b. PMS Report;
 - c. Repair and Maintenance Report;
 - d. Derangement Report;
 - e. Registration of Motor Vehicle;
 - f. Inventory of Vehicles; and
 - g. PAR
3. Copy furnish the SAO of the PCG Land Motor Vehicle Inventory for the update of operating and non-operating PCG land motor vehicle.

B) Deputy Chief of Coast Guard Staff for Logistics, CG-4

1. Ensure that Staff Offices within the NHQ-PCG land motor vehicle's repair/maintenance, LTO registration and Insurance be programmed in the APP.
2. Ensure that all PCG land motor vehicles are insured and updated annually.
3. Responsible for the monitoring compliance of this Circular.

C) District Commanders

1. Ensure the proper utilization of vehicles.
2. Consolidate all quarterly report of all Stations and Sub-stations and submit the Quarterly Monitoring and Inventory Report to CGLSC every first week of the quarter.
3. Consolidate all Monthly Report of Official Travel of all Stations and Sub-stations.
4. Ensure that the repair/maintenance and LTO registration of vehicles be programmed in their APP.
5. Conduct TI and E to personnel performing duties as drivers, gangways and

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those manning the operations offices.

6. Act promptly on any reports of violation of this policy and render necessary punishment to any personnel found guilty in accordance with existing laws and regulations of PCG.
7. Responsible for the monitoring compliance of this Circular.

D) Supply Accountable Office

1. Ensure the proper utilization of vehicles.
2. Ensure the update of PAR of all PCG land motor vehicle
3. Monitoring of PCG Land Motor Vehicle Inventory.
4. Responsible for the monitoring compliance of this Circular.

E) Major Unit Commanders

1. Ensure the proper utilization of vehicles in respective AOR.
2. Consolidate all Quarterly Monitoring and Inventory Report of all Field Units and submit to CGLSC every first week of the quarter.
3. Consolidate all Monthly Report of Official Travels of all Field Units.
4. Ensure that the repair/maintenance and LTO Registration of vehicles be programmed in their APP.
5. Conduct TI and E to personnel performing duties as drivers, gangways and those manning the operations offices.
6. Act promptly on any reports of violation of this policy and render necessary punishment to any personnel found guilty in accordance with existing laws and regulations of PCG.
7. Responsible for the monitoring compliance of this Circular.

F) Head of Staff Office

1. Ensure the proper utilization of vehicles.
2. Submit the Quarterly Monitoring Report to O/CG-4 every first week of the quarter.
3. Consolidate all Monthly Report of Official Travels.
4. Responsible for the monitoring compliance of this Circular.

G) Logistics Officer of all PCG Units, Offices, Districts and Major Commands

1. Facilitate and consolidate all Quarterly Monitoring and Inventory Reports and submit to CGLSC the following:
 - a. Vehicle Data Sheet;
 - b. PMS Report;
 - c. Repair and Maintenance Report;
 - d. Derangement Report;
 - e. Registration of Motor Vehicle;
 - f. Inventory of Vehicles; and
 - g. PAR
2. Ensure all vehicles are registered or renewed at LTO annually.
3. Ensure that all vehicles strictly observe the scheduled PMS.

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4. Responsible to report any related vehicle damages/accidents to O/CG-4 for insurance claims.

H) Intelligence Unit Commanders

1. Monitor all violations of this Circular and render timely report to the Unit Commanders for proper imposition of punishment if necessary.
2. Validate reports by the public posted on social media related to the violation of this policy.

I) PCG Disposal Committee

1. Responsible for the deliberation of PCG land motor vehicle disposal
2. Facilitate the disposal process of PCG land motor vehicle.

VIII. LIABILITY CLAUSE:

Any violation or non-compliance of this Circular shall be dealt with accordingly.


IX. EFFECTIVITY:

This Memorandum Circular shall take effect fifteen (15) days after publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

ARMANDO A BALILO
CG COMMO
Acting Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

Annex A : Vehicle Data Sheet

Annex B : PMS Report

Annex B-1: Preventive Maintenance Services (PMS)

Annex C: Repair and Maintenance Report

Annex C-1: Repair and Maintenance

Annex D: Derangement Report

Annex D-1: Derangement

Annex E: Registration of Motor Vehicle

Annex F: Inventory of Vehicles

Annex G: Property Acknowledgment Receipt

Annex H: Vehicle Trip Ticket

Annex I: Other Acceptable Standards as alternative Land Motor Vehicle PMS

Annex J: Travel Checklist



PAMBANSANG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG OFFICE
Address

Annex A

Vehicle Data Sheet

End-User	Vehicle Type	Plate Number / Conduction	Engine Number	Chassis Number	Model	Location	Serviceability	Date DS	Update of LTO Registration	Date of LTO Expiration	Last PMS / Repair (Date)	Parts Repaired/ Dearrangement	ODO meter reading	Signatory of PAR	Status of PAR	Logistics Operations No.	Remarks
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Prepared by: _____

Noted by: _____

Logistics Officer

Unit Commander

Ex:

CG-4	INNOVA	P0 O123	1231456 ABC32	09876QW ERT	TOYOTA RUSH 2019	NHQ-PCG	SERVICEABLE	29-Sep-19	01-Oct-19	02-Oct-20	31-Oct-19	-Change tire	11242 km	CG CAPT ESPALDON	Posted	CG P/ENS DELE GENTE / 09455794200	
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Annex B

PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG OFFICE
Address

PMS Report								
End-User	Vehicle Type	Plate Number / Conduction	Engine Number	Chassis Number	Location	Quantity and Oil product	date	amount

Prepared by:

Logistics Officer

Noted by:

Unit Commander



PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG OFFICE
Address

PREVENTIVE MAINTENANCE SERVICE (PMS)

Date:
Vehicle Type:
Plate Number / Conduction:
Engine Number:
Chassis Number:
Location:

DESCRIPTION	QUANTITY	UNIT COST	TOTAL
TOTAL			

Prepared by:

Logistics Officer

Approved by:

Unit Commander



Annex C

PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG OFFICE
Address

Repair and Maintenance Report								
End-User	Vehicle Type	Plate Number / Conduction	Engine Number	Chassis Number	Location	Repair and Maintenance	Date	Amount

Prepared by:

Noted by:

Logistics Officer

Unit Commander



Annex C-1

PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG OFFICE
Address

REPAIR AND MAINTENANCE

Date:
Vehicle Type:
Plate Number / Conduction:
Engine Number:
Chassis Number:
Location:

DESCRIPTION	QUANTITY	UNIT COST	TOTAL
TOTAL			

Prepared by:

Logistics Officer

Approved by:

Unit Commander



Annex D

PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG OFFICE
Address

Derangement Report								
End-User	Vehicle Type	Plate Number / Conduction	Engine Number	Chassis Number	Location	Parts Replace	Date	Amount

Prepared by:

Noted by:

Logistics Officer

Unit Commander



PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)

PCG OFFICE

Address

DERANGEMENT

Date:

Vehicle Type:

Plate Number / Conduction:

Engine Number:

Chassis Number:

Location:

DESCRIPTION	QUANTITY	UNIT COST	TOTAL
TOTAL			

Prepared by:

Logistics Officer

Approved by:

Unit Commander



Annex E

PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYI NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG OFFICE
Address

REGISTRATION OF MOTOR VEHICLE

Vehicle Type	Plate Number / Conduction	Engine Number	Chassis Number	Insurance	Location	Unit Price
TOTAL						

Prepared by:

Logistics Officer

Approved by:

Unit Commander



PAMBANSANG PUNONG HIMPLAN TANOD BAYBAYI NG PILIPINAS
 (National Headquarters Philippine Coast Guard)
PCG OFFICE
 Address

Annex F

INVENTORY OF VEHICLES AS OF DATE																																
END-USER	H I L L	T O U X	H I C L A R	H I C L A R	R U S H	S T A R	G R A P	G D R I	H - 3	R E V O	H - M	J A C T	C R O S	F I S P	T R U I	T R U I	M 3 5 /	T A M A	B O O M	M U L T	A M B U	N U R S	L 3 0 /	H - 1	C O R O	M C O Y	B U S	O T H E	F O R D	T U R N	T O T A	R E M A
	A	2	W / R	W / R		X	A	L	0		V	C K	I N D	H E R	2 1	U Z	3 5	W F X	C K	A B	C E	N S A N	0 0	0 0	L L A	O L R E	S	R A N G E R	I N	L	A R K S	
TOTAL VEHICLES																																
TOTAL OPERATING																																
TOTAL NON - OPERATING																																

Prepared by:

Logistics Officer

Noted by:

Unit Commander

Department of Transportation
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
National Headquarters Philippine Coast Guard
139 25th Street, Port Area
Manila 1018

OFFICE _____

TICKET CTRL NR:
VEHICLE TRIP TICKET

(Date)

Name of Driver: _____
RANK LAST NAME FIRST NAME MI SN#

PLACE OF DISPATCH: _____ PRODUCT: _____

PURPOSE: _____

DATE/TIME OF DEPARTURE: _____ DATE/TIME OF ARRIVAL: _____

PLATE NR: _____ MODEL: _____

Approved by: _____

Requesting Party

OTHER ACCEPTABLE STANDARDS AS ALTERNATIVE LAND MOTOR VEHICLE PMS

Maintenance schedule

Maintenance operations: I = Inspect, correct or replace as necessary
R = Replace, change or lubricate
L = Lubricate
T = Tighten to specified torque

SERVICE INTERVAL:	ODOMETER READING									MONTHS	
	x1000 km	10	20	30	40	50	60	70	80		
(Odometer reading or months, whichever comes first.)	x1000 miles	6	12	18	24	30	36	42	48		
BASIC ENGINE COMPONENTS											
1	Drive belts										
	Gasoline engine		I		I		I		I	24	
	Diesel engine	Inspect at first 100000 km (60000 miles) or 72 months, after 100000 km (60000 miles) inspect every 20000 km (12000 miles) or 12 months									
2	Engine oil										
	Gasoline engine	R	R	R	R	R	R	R	R	12	
	Diesel engine	R	R	R	R	R	R	R	R	12	
		Replace every 5000 km (3000 miles)									6
3	Engine oil filter	R	R	R	R	R	R	R	R	12	
4	Cooling and heater system <<See note 1.>>				I				I	24	
5	Engine coolant <<See note 2.>>				I				I	-	
6	Exhaust pipes and mountings		I		I		I		I	12	
IGNITION SYSTEM											
7	Spark plugs (gasoline engine)	Replace every 100000 km (60000 miles)									-
8	Battery	I	I	I	I	I	I	I	I	12	
FUEL AND EMISSION CONTROL SYSTEMS											
9	Fuel filter (gasoline engine) <<See note 3.>>								R	96	
10	Water sediment accumulator (diesel engine)	I	I	I	I	I	I	I	I	12	
11	Air cleaner filter (including checking pre-air cleaner, if equipped)										
	Gasoline engine		I		R		I		R	I: 24 R: 48	

	Diesel engine	Inspect every 5000 km (3000 miles) Replace every 30000 km (18000 miles)							I: 6 R: 36	
12	Diesel smoke (diesel engine)				I			I	48	
13	Fuel tank cap, fuel lines, connections and fuel vapor control valve (if equipped) <<See note 1.>>				I			I	24	
14	Charcoal canister (gasoline engine)				I			I	24	
CHASSIS AND BODY										
15	Brake pedal and parking brake	I	I	I	I	I	I	I	6	
16	Brake linings and drums (including parking brake linings and drums)		I		I		I	I	12	
17	Brake pads and discs	I	I	I	I	I	I	I	6	
18	Brake fluid	I	I	I	R	I	I	I	R	I: 6 R: 24
19	Clutch fluid	I	I	I	I	I	I	I	6	
20	Brake pipes and hoses		I		I		I	I	12	
21	Vacuum pump for brake booster (diesel engine) Except models for model code destination X* Models for model code destination X*	Inspect every 200000 km (120000 miles) Replace every 300000 km (180000 miles)							-	
22	Power steering fluid	I	I	I	I	I	I	I	6	
23	Steering wheel, linkage and steering gear box		I		I		I	I	12	
24	Propeller shaft grease <<See note 4 and 5.>>	L	L	L	L	L	L	L	6	
25	Propeller shaft bolts	T	T	T	T	T	T	T	6	
26	Suspension ball joints and dust cover	I	I	I	I	I	I	I	6	
27	Automatic transmission fluid				I			I	24	
28	Automatic transmission fluid cooler hoses and connections				I			I	24	
29	Manual transmission oil				I			I	48	
30	Rear differential oil		I		R		I	R	I: 12 R: 48	
31	Front and rear suspen- sions		I		I		I	I	12	
32	Tires and inflation pressure	I	I	I	I	I	I	I	6	
33	Lights, horn, wipers and washers	I	I	I	I	I	I	I	6	
34	Air conditioning filter		R		R		R	R	-	
35	Refrigerant amount for air conditioner		I		I		I	I	12	

NOTE:

1. After 80000 km (48000 miles) or 48 months inspection, inspect every 20000 km (12000 miles) or 12 months.
2. First replace at 160000 km (96000 miles), then replace every 80000 km (48000 miles).
3. Including the filter in fuel tank.
4. Lubricate within 24 hours after submerging.
5. With grease fitting only.

Additional maintenance schedule

Refer to the following table for normal maintenance schedule items requiring more frequent service specific to the type of severe conditions.

A-1: Operating on rough or muddy roads, or roads with melted snow.	
<input type="checkbox"/> Inspection* of brake linings and drums (including parking brake linings and drums)	Every 10000 km (6000 miles) or 6 months
<input type="checkbox"/> Inspection* of brake pads and discs	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Inspection* of brake pipes and hoses	Every 10000 km (6000 miles) or 6 months
<input type="checkbox"/> Inspection* of steering wheel, linkage and steering gear box	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Lubrication of propeller shaft grease <<See note 1 and 2.>>	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Tightening of propeller shaft bolts	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Inspection* of front and rear suspensions	Every 10000 km (6000 miles) or 6 months
<input type="checkbox"/> Tightening of bolts and nuts on chassis and body <<See note 3.>>	Every 10000 km (6000 miles) or 6 months
A-2: Operating on dusty roads. (Roads in areas where their pavement rate is low, or a cloud of dust often arises and the air is dry.)	
<input type="checkbox"/> Replacement of engine oil	<input type="checkbox"/> Gasoline engine Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine for Thailand Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine except for Thailand Every 2500 km (1500 miles) or 3 months
<input type="checkbox"/> Replacement of engine oil filter	Every 5000 km (3000 miles) or 6 months

<input type="checkbox"/> Inspection* or replacement of air cleaner filter (including checking pre-air cleaner, if equipped)	<input type="checkbox"/> Gasoline engine I: Every 10000 km (6000 miles) or 12 months R: Every 40000 km (24000 miles) or 48 months <input type="checkbox"/> Diesel engine I: Every 2500 km (1500 miles) or 3 months R: Every 30000 km (18000 miles) or 36 months
<input type="checkbox"/> Inspection* of brake linings and drums (including parking brake linings and drums)	Every 10000 km (6000 miles) or 6 months
<input type="checkbox"/> Inspection* of brake pads and discs	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Lubrication of propeller shaft grease <<See note 1 and 2.>>	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Tightening of propeller shaft bolts	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Replacement of air conditioning filter	Every 15000 km (9000 miles)
A-3: Diesel engine only: Operating frequently higher than 2000 m (6562 ft.) above sea level.	
<input type="checkbox"/> Replacement of engine oil	<input type="checkbox"/> For Thailand Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Except for Thailand Every 2500 km (1500 miles) or 3 months
B-1: Heavily loaded vehicle. (Example: Using a camper, using a car top carrier, etc.).	
<input type="checkbox"/> Replacement of engine oil	<input type="checkbox"/> Gasoline engine Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine for Thailand Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine except for Thailand Every 2500 km (1500 miles) or 3 months
<input type="checkbox"/> Replacement of engine oil filter	Every 5000 km (3000 miles) or 6 months
<input type="checkbox"/> Inspection* of brake linings and drums (including parking brake linings and drums)	Every 10000 km (6000 miles) or 6 months
<input type="checkbox"/> Inspection* of brake pads and discs	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Lubrication of propeller shaft grease <<See note 1 and 2.>>	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Tightening of propeller shaft bolts	Every 5000 km (3000 miles) or 3 months

<input type="checkbox"/> Replacement of manual transmission oil	Every 40000 km (24000 miles) or 48 months
<input type="checkbox"/> Inspection* or replacement of automatic transmission fluid	I: Every 40000 km (24000 miles) or 24 months R: Every 80000 km (48000 miles) or 48 months
<input type="checkbox"/> Replacement of rear differential oil	Every 20000 km (12000 miles) or 24 months
<input type="checkbox"/> Inspection* of front and rear suspensions	Every 10000 km (6000 miles) or 6 months
<input type="checkbox"/> Tightening of bolts and nuts on chassis and body <<See note 3.>>	Every 10000 km (6000 miles) or 6 months
B-2: Repeated short trips of less than 8 km (5 miles) and outside temperatures remain below freezing. (Engine temperature will not reach to normal temperature.)	
<input type="checkbox"/> Replacement of engine oil	<input type="checkbox"/> Gasoline engine Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine for Thailand Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine except for Thailand Every 2500 km (1500 miles) or 3 months
<input type="checkbox"/> Replacement of engine oil filter	Every 5000 km (3000 miles) or 6 months
B-3: Extensive idling and/or low speed driving for a long distance such as police, professional/private use like taxi or door-to-door delivery use.	
<input type="checkbox"/> Replacement of engine oil	<input type="checkbox"/> Gasoline engine Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine for Thailand Every 5000 km (3000 miles) or 6 months <input type="checkbox"/> Diesel engine except for Thailand Every 2500 km (1500 miles) or 3 months
<input type="checkbox"/> Replacement of engine oil filter	Every 5000 km (3000 miles) or 6 months
<input type="checkbox"/> Inspection* of brake linings and drums (including parking brake linings and drums)	Every 10000 km (6000 miles) or 6 months
<input type="checkbox"/> Inspection* of brake pads and discs	Every 5000 km (3000 miles) or 3 months
<input type="checkbox"/> Inspection* or replacement of automatic transmission fluid	I: Every 40000 km (24000 miles) or 24 months R: Every 80000 km (48000 miles) or 48 months
B-4: Continuous high speed driving (80% or more of maximum vehicle speed) for over 2 hours.	

<input type="checkbox"/> Replacement of manual transmission oil	Every 40000 km (24000 miles) or 48 months
<input type="checkbox"/> Inspection* or replacement of automatic transmission fluid	I: Every 40000 km (24000 miles) or 24 months R: Every 80000 km (48000 miles) or 48 months
<input type="checkbox"/> Replacement of rear differential oil	Every 20000 km (12000 miles) or 24 months

*: Perform correction or replacement as necessary.

NOTE:

1. Lubricate within 24 hours after submerging.
2. With grease fitting only.
3. For seat mounting bolts and suspension member retaining bolts.

Do-it-yourself service precautions

If you perform maintenance by yourself, be sure to follow the correct procedure as given in these sections.

Items	Parts and tools
Battery condition (□P. 592)	<ul style="list-style-type: none"> • Warm water • Baking soda • Grease • Conventional wrench (for terminal clamp bolts) • Distilled water
Engine coolant level (□P. 590)	<ul style="list-style-type: none"> • "Toyota Super Long Life Coolant" or a similar high quality ethylene glycol-based non-silicate, non- amine, non-nitrite and non-borate coolant with long- life hybrid organic acid technology "Toyota Super Long Life Coolant" is pre-mixed with 50% coolant and 50% deionized water. • Funnel (used only for adding coolant)
Engine oil level (□P. 587)	<ul style="list-style-type: none"> • "Toyota Genuine Motor Oil" or equivalent • Rag or paper towel • Funnel (used only for adding engine oil)
Fuses (□P. 619)	<ul style="list-style-type: none"> • Fuse with same amperage rating as original
Light bulbs (□P. 624)	<ul style="list-style-type: none"> • Bulb with same number and wattage rating as original • Phillips-head screwdriver • Wrench • Flathead screwdriver
Radiator, condenser and intercooler (if equipped) (□P. 591)	
Tire inflation pressure (□P. 609)	<ul style="list-style-type: none"> • Tire pressure gauge • Compressed air source
Washer fluid (□P. 596)	<ul style="list-style-type: none"> • Water or washer fluid containing antifreeze (for winter use) • Funnel (used only for adding water or washer fluid)

WARNING

The engine compartment contains many mechanisms and fluids that may move suddenly, become hot, or become electrically energized. To avoid death or serious injury, observe the following precautions.

■ When working on the engine compartment

- Keep hands, clothing and tools away from the moving fan and engine drive belt.
- Be careful not to touch the engine, radiator, exhaust manifold, etc. right after driving as they may be hot. Oil and other fluids may also be hot.
- Do not leave anything that may burn easily, such as paper and rags, in the engine compartment.
- Do not smoke, cause sparks or expose an open flame to fuel or the battery. Fuel and battery fumes are flammable.
- Be extremely cautious when working on the battery. It contains poisonous and corrosive sulfuric acid.
- Take care because brake fluid can harm your hands or eyes and damage painted surfaces. If fluid gets on your hands or in your eyes, flush the affected area with clean water immediately.
If you still experience discomfort, consult a doctor.

■ When working near the electric cooling fan (if equipped) or radiator grille

Be sure the engine switch is off.

With the engine switch in the "ON" position, the electric cooling fan may automatically start to run if the air conditioning is on and/or the coolant temperature is high.

■ Safety glasses

Wear safety glasses to prevent flying or falling material, fluid spray, etc. from getting in your eyes.

Notice

■ If you remove the air cleaner filter

Driving with the air cleaner filter removed may cause excessive engine wear due to dirt in the air.

■ If the fluid level is low or high

It is normal for the brake fluid level to go down slightly as the brake pads wear or when the fluid level in the accumulator is high.

If the reservoir needs frequent refilling, it may indicate a serious problem.



Republic of the Philippines
 Philippine Coast Guard
PCG OFFICE
 Address

TRAVEL CHECKLIST

Vehicle Plate No: _____

Trip Ticket No: _____

A. BLOWBAGETSS

Place a check (✓) on the following:

		BEFORE TRIP	AFTER TRIP
B-BATTERY	Battery terminals are clean and without corrosion.		
	Battery is functioning well.		
L-LIGHTS	Check the following lights if functioning:		
	Head light		
	Tail light		
	Brake light		
	Signal lights		
OIL	The vehicle's oil is sufficient for the trip.		
	Any possible cause of oil spill, if any.		
	Transmission/Power steering oil level is sufficient for the trip.		
	Bring extra bottle of oil for emergencies.		
W-WATER	Radiator coolant level is sufficient for the trip.		
	The windshield washer fluid is working.		
B-BRAKES	The Brake pads are working		
	Any possible cause of brake fluid spill, if any (leaks).		
	Inspect the brake rotor disc.		
	The brake fluid is sufficient for the trip.		
A-AIR	The tires have proper air pressure.		
G-GAS	Fuel is sufficient for the trip.		
E-ENGINE	Engine is functioning properly.		
T-TIRE	No bulges and holes or punctured.		
S-SET BELT	Not defective		
S-SELFT	Fit to drive		

B. CAR TOOLS/ACCESSORIES

	BEFORE TRIP	AFTER TRIP
Jack		
Umbrella		
Tool box w/basic tools inside		
Tire wrench		
Flashlight		

C. REMARKS

D. BODY

	BEFORE TRIP	AFTER TRIP
Clean		
Muddy		
Dusty		
Others/Specify		

I hereby certify that the above carried out the BLOWBAGETSS check, endure presence of the above CAR Tools/Accessories and found the vehicle safe for the trip.

 Driver's Name and Signature/Date

 Chief, Operation Division