

Republic of the Philippines Department of Justice  
LAND REGISTRATION AUTHORITY  
Vehicle Summary Report

Date: JUL 08 2024  
Inspected By:

Vehicle Information	
Plate Number	SKS - 312
Vehicle Condition	Good RUNNING CONDITION
Easy trip RFID	5200 - 1205 - 0562
Autosweep RFID	I003081
Assigned Officer	MOTORPOOL UNIT
Assigned Driver	ROMY L. MACHA
Issued date	03/04/2024
Acquisition date	11/28/2012
Brand	TOYOTA INNOVA
Model	2013
Transmission	AUTOMATIC
Wheel Drive	REAR
Color	THERMALYTE
Fuel Type	DIESEL
Conduction Sticker Number	NONE
Insurance Type	COMPREHENSIVE + TPL
Insurance Renewal date	MARCH 1, 2025
LTO Registration date	02/02/2024
LTO Due date of Renewal	02/01/2025 - 02/07/2025
Damage Costs	

LBSR CHANGE OIL  
02/20/2024  
ODO 109,828 kms.

NEXT CHANGE OIL + 5,000 km.  
OR  
ON AUG. 2024



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
PANGASIWAAN SA PATALAAN NG LUPAIN  
(LAND REGISTRATION AUTHORITY)  
East Avenue cor. NIA Road, Quezon City

9/2/2021

GENERAL SERVICES DIVISION  
MOTORPOOL UNIT  
DAILY PREVENTIVE MAINTENANCE CHECKLIST

CAR MAKE: INNOVA TOYOTA  
YEAR MODEL: 2013  
PLATE NO.: SKS-312  
COLOR: 5 THERMALYTE  
ENGINE NO.: 2KDU 177 266  
CHASIS NO.: KUN 4050 89711

July 8 - 2024

DATE OF CHECK-UP

July 15 - 2024

DATE OF NEXT CHECK-UP

Put a check (✓) if OK; cross (X) if not OK. Write necessary remarks below.

- |                       |                         |
|-----------------------|-------------------------|
| (✓) Brake System      | (✓) Back up rear lights |
| Ar (X) Clutch System  | (✓) Tires               |
| (✓) Engine            | (✓) Battery             |
| (✓) Air-conditioning  | (✓) Radiator            |
| (✓) Horn              | (✓) Ignition Switch     |
| (✓) Stereo & Speakers | (✓) Alternator          |
| (✓) Wiper/s           | (✓) Power Steering Oil  |
| (✓) Gas Gauge         | (✓) Brake Fluid         |
| (✓) Head lights       | (✓) Ash tray            |
| (✓) Parking lights    | (✓) Wiper knob          |
| (✓) Dim lights        | (✓) Trunk compartment   |

Put a check (✓) if still existing / present; cross (X) if not present / missing.

- |                       |                                   |
|-----------------------|-----------------------------------|
| (✓) Gas Tank Cap      | (✓) Rear view mirror              |
| (✓) Cigarette lighter | (✓) Antennae                      |
| (✓) Hub caps          | (✓) Windshield glass front & rear |
| (✓) Floor mats        | (✓) Door handles front & rear     |
| (✓) Sun visors        | (X) Upholstery - <u>NONE</u>      |
| (✓) Radiator Cap      | (X) Mud Guards - <u>NONE</u>      |
| (✓) Emblem            | (✓) Head rest                     |

OK

9/20/21

- (✓) Spare tire & rim
- (✓) Name plate
- (✓) Side mirrors
- (✓) Wipe arm & blade

- (✓) Tools
- (✓) Name plate light
- (✓) Engine hood
- (✓) Door Glass

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checked by:

Romy Macha  
Name

ADMINISTRATIVE AIDE-III  
Designation

Validate by:

FORIAN M. LACAMBRA  
Acting Chief, Motorpool Unit  
Officer in Charge, Motorpool Unit

Noted by:

GLORIETA P. LACAMBRA  
Actg. Chief, General Services Div.  
Acting Chief, Administrative Officer  
General Services Division