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| **OFFICE** |  |
| **QUALITY PROCEDURE TITLE** | Maintenance of Vehicles |
| **QUALITY OBJECTIVE** | 85% Timely processing of vehicle repair request within five (5) working days upon receipt of request or within agreed timeline |
| **FREQUENCY OF MONITORING:** | Monthly |
| **PERIOD:** | Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

| **Date** | **Total number of vehicle repair requests processed within five (5) working days upon receipt of request or within agreed timeline** | **Total number of vehicle repair request received** | **Objective Results** | | | | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **%** | **Met**  **> 85%** | **Unmet**  **< 85%** | **Remarks (Indicate reason if target is unmet)** |
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| Prepared By: | Reviewed By: | Noted By: |
| **NAME**  Senior Staff | **NAME**  Provincial Director | **MANUEL Q. GOTIS, CESO III**  Regional Director |