



MEMORANDUM CIRCULAR

No. **01**, series of 2024

Subject: **GUIDELINES ON FUND CHARGING FOR REPAIRS, PREVENTIVE MAINTENANCE, AND INSTALLATION OF ACCESSORIES/EQUIPMENT OF ALL PROCURED MITSUBISHI STRADA UNDER PROJECT SPLIT**

I. PURPOSE

This guideline shall rationalize and implement reasonable limits on the costs of repair and preventive maintenance for the Double Cabin Pick-up motor vehicles issued to all SPLIT Central, Regional and Provincial Project Management Offices (R/PMOs) nationwide, including caps and restrictions on the accessories and other equipment to be installed and fitted on the said vehicles.

Such costs to be incurred shall be charged to Project SPLIT Funds and should be included in the annual SPLIT Work and Financial Plan (WFPs) and Annual Procurement Plan (APP) of each Central, Regional and Provincial Project Management Office (RPMOs/ PPMOs).

II. COVERAGE

This guideline shall cover the one hundred fifty-seven (157) units of Double Cabin Pick-up vehicles distributed to all Regional and Provincial SPLIT Project Management Offices, including those retained at the SPLIT Central Project Management Office (CPMO) and the DAR Central Office.

III. GENERAL GUIDELINES

The coverage of the manufacturer's warranty will be limited either to: (a) **the first three (3) years reckoned from the delivery and acceptance of the vehicle;** or (b) **up to 100,000 km mileage per vehicle,** whichever comes first.

The terms and conditions in the manufacturer's warranty must be adhered to including the Preventive Maintenance Service (PMS) Schedule and will be the responsibility of the RPMOs and PPMOs.

As such, intentional damage caused by improper use, including the replacement of non-Original Equipment Manufacturer (OEM) parts on the vehicle, will not be covered by the warranty. The warranty may also be voided due to physical alterations, dismantling, or unauthorized repairs, among others.

To ensure that the terms and conditions in the manufacturer's warranty are followed, all end users are advised to regularly bring their assigned vehicle/s to the manufacturer's authorized service centers for the performance of the following preventive maintenance procedures:

1. CHECK FLUIDS

- Routine change oil and oil filter based on the manual
- Transmission Fluid

- Coolant
 - Brake and Steering Fluids
 - Differential oil
2. CHECK TIRES
 - Tire rotation (every 5,000 kms.)
 - Wheel Balance
 - Wheel Alignment
 3. CHECK HARDWARE AND OTHER MOVING PARTS
 - Suspension
 - Steering
 - Differential
 - Turbo unit
 - Drives and belts

Note:

Refer to the vehicle maintenance brochure/manual for the schedule of check-ups, particularly on after-sales service and spare parts covered under warranty.

Specific Guidelines:

1. Replacement of Internal Systems

Any replacement for the air-conditioning unit, entertainment/sound system, and/or navigation system will be the same as the unit/system already installed on the vehicle using OEM parts provided by the manufacturer.

2. Replacement of Battery

Warranty coverage is one year (12 months) or 20,000 kms., whichever comes first.

On average, car batteries can last for two to three (2-3) years, though this could be affected by battery brand, vehicle type, area's climate, car care, and driving patterns, topography of the area, and other environmental factors, among others.

Battery replacement, which should not be earlier than two (2) years from the date of acquisition of the vehicle, should be **2SMF size**, which is similar to the original battery installed, of a reliable brand, with a minimum 24-month warranty period, and a price cap of **₱10,000.00**.

3. Tire Replacement

Tire maintenance is highly important to protect against wear. However, the SPLIT project covers far-flung areas that the project staff need to visit and monitor, thus it is inevitable that the vehicles' tires may wear unevenly and thus cause driving issue/s.

To check if the tires are still roadworthy and need to be replaced, the following guide may be adopted:

- Check the wear indicator located along the grooves of the tire. If the tire's tread matches have already reached the wear indicator point. Tires should

immediately be replaced if the measurement of the tread depth comes out to lower than 0.16 cm.

- Check the production year of the tire, which is usually found on the sidewall. On average, a tire under normal driving conditions will last from three (3) to six (6) years.

Tire replacement should follow the specifications for a Mitsubishi Strada as follows:

Tire Size	195/65 R15, 205/55 R16 or 265/60 R 18
Wheel Size:	195/65 R15, 205/55 R16 or 265/60 R 18
Tire Pressure:	2.4-2.5 Bar
Wheel Type:	Radial Tire

The procurement cost of four (4) tires with the above specification should not exceed **₱40,000.00**, based on the current market prices

4. Brake Pads and shoes

Brake pads and shoes are generally thought to be good between 30,000 to 35, 000 miles in urban use. In less demanding situations like highway driving and light traffic, brakes may last 80,000 miles or more. However, bad driving habits can wear your brake pads more quickly than expected.

New brake pads are generally about 10-12 millimeters thick. At 3mm thick, the brakes are just about worn out and should be replaced.

The cost for a set of brake pads, including labor for installation, is set at ₱ 6,500.00.

5. Exhaust Muffler

This is also covered under a warranty coverage of one year (12 months) or 20,000.kms, whichever comes first from the date of delivery of the vehicle.

6. Rust Proofing

Based on the Service and Warranty Booklet of the Mitsubishi Strada, the body metal panels, including the chassis frame and all metal components of the suspension, steering, trim parts, side strap, and any/or any part other than the body metal panels forming the exterior of the vehicle, is covered by the anti-rust warranty within three (3) years from the date of its delivery or 100,000 km. Thus, rust proofing service shall be allowed only after December 2025.

7. Installation of Accessories/ equipment

The following items and accessories may be allowed but not mandatory and shall be subject to compliance on quality standards.

Allowed:

- ✓ Bed Cover- the rear portion of the vehicle may be used to transport documents and office equipment, among others. Thus, installing a Bed Cover would ensure and safeguard their protection from theft, wind, rain, and other external factors while in transit.

- ✓ Tow Hitch Receiver
- ✓ Seat Cover (upgrading or replacement will be allowed only after January 2029)
- ✓ Rubber Matting (upgrading or replacement will be allowed only after January 2029)
- ✓ Rain Gutter- the primary function of rain gutters is to prevent rainwater from seeping into the cabin. They act as a conduit, effectively channeling water away from the roof and the windshield. Thus, their installation has its benefits
- ✓ Steering Wheel cover- helps to reduce wear and tear to the steering wheel. It also increases palm grip and regulating surface temperature. He
- ✓ Interior detailing service can be performed twice a year.
- ✓ Window Tint

Disallowed:

- ✓ Upgrading of entertainment/ sound system
- ✓ Upgrading of Navigation System
- ✓ Upgrading of Mag wheels
- ✓ Repainting or wash-over prior to January 2029
- ✓ Replacement of window tint (allowed only after three years or 2026).
- ✓ Replacement of aftermarket suspension/ lift kits
- ✓ Installation of additional fog lamps, nudge bar, and other non-essential accessories (interior and exterior)

8. Repair Costs on Massive Damage due to Vehicular Accidents

In instances where the Mitsubishi Strada sustains massive damage due to vehicular accidents/incidents, the required support documents should be immediately submitted to the **GSIS**, for appropriate consideration and payment under the vehicle's insurance policy coverage.

The GSD and the SPLIT CPMO should likewise be provided with a copy of the incident/ accident report.

IV. SUMMARY OF SERVICES, SPARE PARTS AND ACCESSORIES WITH CORRESPONDING COST LIMITS

Nature of Work	Technical Specifications	Unit Price	Remarks
Preventive Maintenance Service	Engine Oil (8 Liters)*		Schedule and frequency as required and stated in the manual. Cost of labor/materials for the 1 st PMS or 1,000 kms is free.
	Oil Filter*		
	Fuel Filter*		
Periodic Services	Battery (2SMF)	₱11,000	After expiration of warranty or as needed
	Clutch Fluid Flushing*	₱550	
	Bulbs (Signal & Brake Lights)*	₱250	
	Headlight Bulb*	₱1,500	
	Wiper Blade*	₱450	
	Air Filter*	₱890	
	Basic Tune-Up*	₱870	

	Gear Oil (Per Liter)*	₱480	
	Coolant (Per Liter)*	₱250	
	Serpentine Belt*	₱2,900	
	Drive Belts*	₱1,850	
Under Chassis & Suspension	Suspension Arm Assembly**	₱18,000	After expiration of warranty or as needed.
	Lower Ball Joint*	₱6,200	
	Stabilizer Link*	₱4,800	
	Engine Support*	₱6,300	
	Shock Absorber*	₱6,800	
	Tie Rod End*	₱3,200	
	Rack & Pinion Assembly**	₱23,000	
	Strut Bar Bushing*	₱5,400	
Aircon Repair & Services	Compressor**	₱23,500	After expiration of warranty or as needed
	Expansion Valve*	₱2,500	
	Cooling Coil*	₱7,500	
	Cabin Filter*	₱1,000	
	Radiator Flushing*	₱550	
	Freon Charging*	₱850	
Brake Services	Brake Master Assembly**	₱10,000	After expiration of warranty or as needed
	Brake Clean & Adjust*	₱450	
	Brake Fluid*	₱580	
	Brake Pad*	₱6,500	
	Brake Shoe*	₱8,500	
Tires	Tires 205/65 R15 (4 Pieces)**	₱40,000	For replacement two years from procurement of the vehicle.
	Wheel / Camber Alignment*	₱1,800	
Interior Detailing	Deep Interior	₱6,000	
	Premium carwash	₱250.00	
	Seat cover removal/ install	₱550.00	
	Interior vacuum	₱130.00	
Window Tinting		₱10,000 to ₱25,000.00	
ACCESSORIES			
Bed Cover/ Camper		₱35,000.00 to ₱45,000.00	
Tow Hitch Receiver		₱6,500.00	
Rain Gutter (Mitsubishi Strada)		₱2,500.00	
Steering Wheel Cover		₱900.00	

Inflation of 15% can be factored in in the above unit cost and It is emphasized that items which are not included are deemed excluded.

For reference, guidance, and strict compliance.

January 12, 2024, Diliman, Quezon City


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