



REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG KALAKALAN AT INDUSTRIYA
(Department of Trade and Industry)
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DEPARTMENT ORDER NO. 69
SERIES OF 1993

SUBJECT: Further amending certain provisions of Ministry Order No. 32, Series of 1985, as amended (Rules and Regulations on the Accreditation of Service and Repair Enterprises)

Pursuant to Title X, Book IV of the Administrative Code of 1987 and to more effectively implement the provisions of Presidential Decree No. 1572 and Chapter VII of Republic Act No. 7394, otherwise known as the "Consumer Act of the Philippines", the following amendments to Ministry Order No. 32, Series of 1985 as amended by Department Administrative Order No. 1, Series 1988 are hereby prescribed and promulgated for the information, guidance and compliance of all concerned:

Section 1. Section 2, Rule II of Ministry Order No. 32, Series of 1985 is hereby amended to read as follows:

"Section 2 - APPLICATION FOR ACCREDITATION

All enterprises mentioned in paragraph j of Section 1 of Rule I of these Rules which are in accordance with the type of service and the various classifications provided shall apply for accreditation and shall apply for renewal thereof on or before the 31st day of January of every year thereafter.

Enterprises which have already been accredited under the previous Rules and Regulations need only to apply for renewal on or before the 31st day of January every year. Moreover, those Certificate of Enterprises applying for the first time during the last quarter of the year shall be effective until the end of the following year."

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Section 2. Section 7, Rule III of Ministry Order No. 32, Series of 1985 is hereby amended to read as follows:

"Section 7. - BOND

The application for Four and Five Star Shops shall be accompanied by a bond issued in favor of the Republic of the Philippines in an amount not less than Twenty Thousand (20,000.00) pesos which shall guarantee the faithful performance of the job done by the enterprise. The bond shall remain in full force and effect until cancelled or released by the Director."

Section 3. Section 8 of Rule III thereof is hereby amended to read as follows:

"Section 8. - INSURANCE POLICY

The minimum amount of insurance coverage for the different classifications or categories are hereunder indicated:

a) For Motor Vehicles/Heavy Equipment/Office Machine/Data Processing Equipment:

- 1) 5 Star - P500,000.00
- 2) 4 Star - P400,000.00
- 3) 3 Star - P200,000.00
- 4) 2 Star - P100,000.00
- 5) 1 Star - P 30,000.00

b) For Automotive Engine Rebuilding Machine Shop/Engineering Machine Shop/Electronics/Electrical/Airconditioning & Refrigeration:

- 1) 5 Star - P100,000.00
- 2) 4 Star - P 80,000.00
- 3) 3 Star - P 50,000.00
- 4) 2 Star - P 40,000.00
- 5) 1 Star - P 30,000.00

c) All other classifications or categories:

A minimum of P30,000.00

d) In places where there are no insurance companies willing to undertake the risk due to the peace and order situation in the area, the Director may grant exemption upon sufficient proof of such circumstance."

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Section 4. Rule V thereof is hereby amended to read as follows:

"Rule V - WARRANTY

Service firms shall guarantee workmanship and replacement of spare parts for a period not less than ninety (90) days which shall be indicated in the pertinent invoices unless otherwise agreed upon or unless by the nature or the state of use of the product serviced, it shall prove unreasonable to expect the service guarantee to last ninety (90) days..

Section 5. Section 1 of Rule VII thereof is hereby amended to read as follows:

"Section 1. STANDARD CLASSIFICATION, FOR AUTOMOTIVE AND HEAVY EQUIPMENT

- a) FIVE STAR "A" SHOP - is a Factory Authorized Representative, or a Franchised Dealer, or a Franchised Branch, or an Authorized Sub-Dealer. It must have at least TWENTY-ONE (21) working stalls and must meet the other requirements prescribed by the Bureau for a FIVE STAR "A" SHOP.
- b) FIVE STAR "B" SHOP - is a Factory Authorized Representative, or a Franchised Dealer, or a Franchised Dealer Branch, or an Authorized Sub-Dealer. It must have a maximum of TWENTY (20) and a minimum of ELEVEN (11) working stalls, and must meet the other requirements prescribed by the Bureau for a FIVE STAR "B" SHOP.
- c) FIVE STAR "C" SHOP - is a Factory Authorized Representative, or a Franchised Dealer Branch, or an Authorized Sub-Dealer. It must have a minimum of TEN (10) working stalls and must meet the other requirements prescribed by the Bureau for a FIVE STAR "C" shop.
- d) FOUR STAR SHOP - is a Non-Franchised Dealer, or a Non-Authorized Sub-Dealer. It must have at least TWENTY (20) working stalls, and must meet the other requirements prescribed by the Bureau for a FOUR STAR SHOP.
- e) THREE STAR SHOP - is an Independent Shop, with a minimum of TEN (10) working stalls, and must meet the other requirements prescribed by the Bureau for a THREE STAR SHOP.

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- f) TWO STAR SHOP - is an Independent Shop, or a Gas Station doing vehicle service work. It must meet the other requirements prescribed by the Bureau for a TWO STAR SHOP.
- g) ONE STAR SHOP - is an Independent Shop doing specialized jobs for automobiles such as wheel alignment, wheel balancing, etc. A car accessory shop which merely installs the car accessory/ies bought from it, (which may include the service of detaching the previous car accessory in order that the said bought car accessory/ies can be installed) is not included in this definition. It must meet the other requirements prescribed by the Bureau for a ONE STAR SHOP.

Service/repair/maintenance of auto airconditioners for bantam up to extra heavy vehicles shall be classified under this classification."

Section 6. Section 2 of Rule VII thereof is hereby amended to read as follows:

"Section 2. STANDARD CLASSIFICATION FOR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP AND ENGINEERING MACHINE SHOP

a) FIVE STAR CATEGORIES:

1. FIVE STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP - must have the following minimum requirements:
 - a. Number of Machineries - 21 units (in accordance with the attached prescribed listings); and
 - b. Working Area - 300 square meters to accommodate the total number of machineries, office, sales or reception, rest rooms and tool room or stock room.
2. FIVE STAR ENGINEERING MACHINE SHOP - must have the following minimum requirements:
 - a. Number of Machineries - 20 units (in accordance with the attached prescribed listings); and
 - b. Working Area - same as FIVE STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP requirements.

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b) FOUR STAR CATEGORIES:

1. FOUR STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP - must have the following minimum requirements:

- a. Number of Machineries - EIGHTY (80) percent of the total number of 5-STAR AUTO ENGINE REBUILDING MACHINE SHOP requirements or a minimum of 17 units excluding chain block, hand tools and measuring instruments; and
- b. Working Area - 200 square meters to accommodate the total number of machineries, office, sales or reception, rest rooms and tool room or stock room.

2. FOUR STAR ENGINEERING MACHINE SHOP - must have the following minimum requirements:

- a. Number of machineries - EIGHTY (80) percent of 5-STAR ENGINEERING MACHINE SHOP requirement or a minimum of 16 units excluding chain block, hand tools and measuring instruments; and
- b. Working Area - same as 4-STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP requirement.

c) THREE STAR CATEGORIES:

1. THREE STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP - must have the following requirements:

- a. Number of machineries - SIXTY (60) percent of 5-STAR requirement or a minimum of 13 units excluding chain block, hand tools and measuring instruments; and
- b. Working Area - 100 square meters to accommodate the total number of machineries, office, sales or reception, rest room and tool room or stock room.

2. THREE STAR ENGINEERING MACHINE SHOP - a shop have the following requirements:

- a. Number of machineries - below SIXTY (60) percent of 5-STAR requirement or a minimum of twelve (12) units excluding chain block, hand tools and measuring instruments; and
- b. Working Area - same as 3-STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP requirement.

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d) TWO STAR CATEGORIES:

1. TWO STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP - must have the following minimum requirements;

- a. Number of machineries - FORTY (40) to FIFTY (50) percent of 5-STAR requirement excluding chain block, hand tools, and measuring instruments; and
- b. Working Area - 50 square meter to accommodate total number of machineries, office, sales or reception, rest room and tool room or stock room.

2. TWO STAR ENGINEERING MACHINE SHOP - must have the following minimum requirements:

- a. No. of machineries - FORTY (40) to FIFTY (50) percent of 5-STAR requirement excluding chain block, hand tools, and measuring instruments; and
- b. Working Area - same as 2-STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP requirement.

e) ONE STAR CATEGORIES:

1. ONE STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP - must have the following requirements;

- a. Number of machineries - below FORTY (40) percent of 5-STAR requirement excluding chain block, hand tools and measuring instruments; and
- b. Working Area - THIRTY (30) square meters to accommodate total number of machineries, office, sales or reception, rest room and tool room or stock room.

2. ONE STAR ENGINEERING MACHINE SHOP - must have the following requirements:

- a. Number of machineries - below FORTY (40) percent of 5-STAR requirement excluding chain block, hand tools and measuring instruments; and
- b. Working Area - same as 1-STAR AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP requirement."

Section 7. Section 3 of Rule VII thereof is hereby amended to read as follows:

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Section 3. STANDARD CLASSIFICATION FOR ELECTRONICS,
ELECTRICAL, AIRCONDITIONING AND REFRIGERATION
SERVICE AND REPAIR

1. Category A - Electronic Service and Repair
Enterprises

Competent in the installation, maintenance,
service, repair, reconditioning and re-
installation of the following electronics
equipment:

- a. Simple and multiple band AM radio systems
- b. Public address, paging and intercom systems
- c. FM radio receivers
- d. Mono phonographs and stereo tape recorders
- e. Monochrome television sets
- f. Stereo phonographs and stereo tape recorders
- g. Multiband AM/FM radio receivers
- h. Color Television
- i. Quadrosonic and 4-channel amplifiers
- j. FM Multiplex stereo and quadruplex radio
receivers
- k. Sound distributing systems including speech
clinics
- l. Close circuit television sets
- m. Video tape and Betamax

2. Category B - Electrical Service and Repair
Enterprises

Competent in assembly, dis-assembly, repair,
rewinding and re-assembly of any or all of the
following electrical equipment:

- a. Electric or Electronic oven and ranges
- b. Water heaters, washing machines, electronic
clothes dryers and ironers (flat iron)
- c. Electric fans and ventilators
- d. Water pumps and its accessories
- e. Fan and blower motors
- f. Electric motors
- g. Transformers
- h. Sealed and semi-sealed compressors

3. Category C - Airconditioning & Refrigeration
Service and Repair Enterprises

Competent in installation, maintenance,
service, repair, reconditioning and re-
installation of any or all of the following
airconditioning and refrigeration equipment:

- a. Gas, solar or electrically operated
conventional and frost-free refrigerator and
freezers

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- b. Beverage coolers, water coolers, vendo machines, ice cream, ice drop and ice cube making machines.
 - c. Room free blow or ducted split and unitary package tube (aircooled and water cooled) airconditioners
 - d. Sealed, semi-sealed and open type airconditioning and refrigeration compressors
 - e. Cold storage, walk-in refrigerators and freezers, ice making equipment and its accessories, airconditioning and refrigeration mains including insulation works, and brine tanks, brine coils and storage coils
 - f. Airducts, air grills, cooling towers, air handling units, dehumidifiers, condensers and evaporator coils
- 4. Category D-1 - any combination of two of Categories A, B and C
 - 5. Category D-2 - a combination of Categories A, B and C."

Section 8. Section 1 of Rule VIII thereof is hereby amended to read as follows:

"Rule VIII - ADMINISTRATIVE PROCEEDINGS

Section 1. Administrative actions on consumer complaints for violations of these rules shall be governed by Chapter III, Title V of Republic Act No. 7394, otherwise known as the 'Consumer Act of the Philippines' in case of repair and service firms covered by said Act."

Section 9. Section 1 of Rule IX thereof is hereby amended to read as follows:

"Rule IX - PENALTIES

SECTION 1. After due notice and hearing, any of the administrative penalties enumerated in Section 164 of the Consumer Act of the Philippines may be imposed even if not prayed for by the complainant as well as those enumerated in M.O. 69 and Executive Order, No. 913 if applicable."

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Section 10. POINTS SYSTEM FOR CLASSIFICATION

All service and repair enterprises shall be classified based on point system for each classification and must meet the minimum pre-requisite for star ratings. (See annexes)

Section 11. ACCREDITATION OF TESTING CENTERS

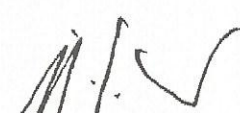
The National Manpower and Youth Council as member of the National Accreditation Committee (NAC) shall accredit testing centers for technical employees in the service and repair enterprises.

Section 12. INSPECTION AND/OR VERIFICATION OF SERVICE AND REPAIR ENTERPRISES


The DTI Provincial Offices and the National Capital Region shall undertake the inspection and/or verification of service and repair enterprises to determine the capacity and qualifications of those applying for accreditation. Provided however that in the event such verification/inspection shows a violation of any of the provisions of this rules and regulations the same shall be a ground for the cancellation of the certificate.

Section 13. These rules and regulations shall take effect fifteen (15) days after publication in the Official Gazette.

Makati, Metro Manila, May 10, 1993.


RIZALINO S. NAVARRO *Enc*
Secretary

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FOR VEHICLES

CRITERIA	ASSIGNED POINTS	MAXIMUM POINTS VALUE
1. Type of Appointment		5
a. No Appointment	0	
b. Authorized Dealer/Dist. Service Rep.	1	
c. Exclusive Distributor/Service Rep.	3	
d. Branch/Subsidiary	5	
2. Technical Personnel		30
a. Number of Mechanics		
1 - 8	5	
9 - 15	10	
16 over	15	
b. Average Years of Exp. Per Technician		
1 - 2	5	
3 - 4	10	
5 over	15	
* Computed as follows: Aggregate man-year experiences divided by number of mechanics. Maximum service year credit of 10 years per mechanic.		
3. Tools and Equipment		25
a. Basic		
1. Mandatory	0	
2. Standard	15	
b. Specialized (needed to service particular product or type of technology)	10	
c. Basic and Specialized	25	
4. Paid-up Capital		10
P 30,000 to P 100,000	2	
P 101,000 to P 300,000	4	
P 301,000 to P 500,000	6	
P 501,000 to P 800,000	8	
P 801,000 over	10	
5. Years in Business		5
0 - 12 months	1	
13 - 24 months	2	
25 - 36 months	3	
37 - 48 months	4	
49 above	5	

6. Spare Parts Inventory		10
a. Substitutes or Replacement Parts	4	
b. Substitutes & Originals	7	
c. Originals (factory parts)	10	
7. Warranty Offered		5
a. 90 days	0	
b. 120 days	2	
c. 150 days	3	
d. more	5	
8. Type of Service Offered		5
a. Per call basis (maintenance/repair)	2	
b. Contract	5	
9. Gross Service Revenue/Year		5
P 500,000 & Below	1	
P 501,000 to P 1 M	2	
over P 1 M to P 2 M	3	
over P 2 M to P 3 M	4	
over P 3 M	5	
TOTAL MAXIMUM POINT VALUE		100

NOTE: Point level per star rating category

Point Level	Star Rating
up to 50	1
51 to 60	2
61 to 70	3
71 to 80	4
81 over	5

ADDENDUM:

Pre-requisite for Star Ratings:

- I.
 1. Mandatory Tools
 2. Mechanics - certified chief mechanic
 3. Minimum working stalls
- II. Insurance coverage (refer to D.O. 69)
- III. Performance Bond (for Four and Five Star only)
- IV. Dealership Agreement for Five Star Rating

AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP &
ENGINEERING MACHINE SHOP

CRITERIA	ASSIGNED POINTS	MAXIMUM POINTS VALUE
1. Technical Personnel:		30
a. No. of Mechanics		
1 - 10	5	
11 - 25	10	
26	15	
b. Average Years of Exp.		
1 - 2	5	
3 - 4	10	
5 over	15	
* Computed as follows: Aggregate man-year experiences divided by number of technicians. Maximum service year credit of 10 year per technician.		
2. Tools and Equipment:		30
a. Basic		
1. Mandatory	0	
2. Standard	20	
b. Specialized (needed to service particular product or type of technology)	10	
c. Basic and Specialized	30	
3. Paid-up Capital:		10
Below P 200,000.00	0	
P 201,000.00 to P 400,000.00	2	
P 401,000.00 to P 600,000.00	4	
P 601,000.00 to P 800,000.00	6	
P 801,000.00 to 1M	8	
Over 1M	10	
4. Years in business:		5
0 - 12 months	1	
13 - 24 months	2	
25 - 36 months	3	
37 - 48 months	4	
49 - above	5	
5. Warranty Offered:		5
a. 90 days	0	
b. 120 days	2	
c. 150 days	3	
d. more	5	

6. Type of Service Offered:	15
a. In-house (shop location)	5
b. In-place (customer's location)	10
c. In-house & in-place	15
9. Gross Service Revenue/Year	5
P 500,000 & Below	1
P 501,000.00 to P 1.5M	2
Over P 1.5M to P 3M	3
Over P 3M to P 5M	4
P 5M over	5

TOTAL MAXIMUM POINT VALUE

100

NOTE: Point levels per star rating category:

Point Level	Star Rating
up to 50	1
51 to 60	2
61 to 70	3
71 to 80	4
81 over	5

ADDENDUM:

Pre-requisite for Star Ratings:

- I.
 1. Mandatory Tools (see attached copy)
 2. Technician - certified chief mechanic
 3. Minimum area requirement (refer to D.O. '69)
- II. Insurance coverage (refer to D.O. '69)
- III. Performance Bond (for Four and Five Star only)

AIRCONDITIONING AND REFRIGERATION/ELECTRONICS/ELECTRICAL

CRITERIA	ASSIGNED POINTS	MAXIMUM POINTS VALUE
1. Type of Appointment:		5
a. No appointment	0	
b. Authorized Dealer/Dist. Service Rep.	1	
c. Exclusive Distributor/ Service Rep.	3	
d. Branch/Subsidiary	5	
2. Technical Personal:		30
a. Number of Technicians		
1 - 3	5	
4 - 6	10	
7 - over	15	
b. Average Years of Exp. Per Technician		
1 - 2	5	
3 - 4	10	
5 - over	15	
* Computed as follows: aggregate man-year experiences divided by number of technicians. Maximum service year credit of 10 years per technician.		
3. Tools and Equipment:		25
a. Shop Equipment/Tools	15	
b. Field Tools	10	
c. Shop Equipment/Field Tools	25	
4. Paid-up Capital:		10
P 10,000.00 to P100,000.00	2	
P101,000.00 to P200,000.00	4	
P201,000.00 to P300,000.00	6	
P301,000.00 to P400,000.00	8	
P401,000.00 and over	10	
5. Years in business:		5
0 - 12 months	1	
13 - 24 months	2	
25 - 36 months	3	
37 - 48 months	4	
49 - above	5	

6.	Spare Parts Inventory:	10
	a. Substitutes or Replacement Parts	4
	b. Substitutes & Originals	7
	c. Originals (factory parts)	10
7.	Warranty Offered:	5
	a. 90 days	0
	b. 120 days	2
	c. 150 days	3
	d. more	5
8.	Type of Service Offered:	5
	a. Per call basis - maintenance/repair	2
	b. Contract/Operatorship	5
9.	Gross Service Revenue/Year	5
	Up to P200,000.00	1
	P201,000.00 to P400,000.00	2
	P401,000.00 to P600,000.00	3
	P601,000.00 to P800,000.00	4
	P801,000.00 and over	5

TOTAL MAXIMUM POINT VALUE

100

NOTE: Point levels per star rating category:

Point Level	Star Rating
up to 40	1
41 to 50	2
51 to 60	3
61 to 70	4
71 over	5

ADDENDUM:

Pre-requisite for Star Rating:

- I.
 1. Mandatory Tools
 2. Technician - certified chief technician
- II. Insurance coverage (refer to D.O. 69)
- III. Performance bond (for Four and Five Star only)

OFFICE MACHINE/DATA PROCESSING EQUIPMENT

CRITERIA	ASSIGNED POINTS	MAXIMUM POINT VALUE
I. Type of Appointment:		10
a. No appointment	0	
b. Authorized Dealer/Dist./Service Rep.	3	
c. Exclusive Distributor/Service Rep.	7	
d. Branch/Subsidiary	10	
II. Technical Personnel:		20
a. Number of Technicians		
1 - 3	2	
4 - 6	5	
7 - over	10	
b. Average Years Experience per Technician		
1 - 2	2	
3 - 4	5	
5 - over	10	
* Computed as follows: Aggregate man-year experiences divided by number of technicians. Maximum service year credit of seven (7) years per technician.		
III. Tools and Equipment: **		20
a) Mechanical/Electro-mechanical Equipment		
1. Shop equipment/tools, supplies and consumables		
* Lacks any of the prescribed minimum requirement	0	
* Has the prescribed minimum requirements	10	
2. Field tools/supplies and consumables		
* Lacks any of the prescribed minimum requirement	0	
* Has the prescribed minimum	10	
b) Electronic Office/Data Processing Equipment		
1. Shop tools/equipment, supplies and consumables		

Lacks any of the prescribed minimum requirement	0
* Has the prescribed minimum	5
* Has at least five (5) optional tools/equipment	7
* Has at least ten (10) optional tools/equipment	10

2. Field tools/supplies and consumables

* Lacks any of the prescribed minimum requirement	0
* Has the prescribed minimum	5
* Has at least five (5) optional tools	7
* Has at least ten (10) optional tools	10

NOTE: If service shop handles both "a" and "b" types of equipment, the points assignment will then be reduced to one-half category - thus, totalling to 20 points maximum achievement.

4. Paid-up Capital: 10

P 10,000.00 to P 100,000.00	2
P 101,000.00 to P 200,000.00	4
P 201,000.00 to P 300,000.00	6
P 301,000.00 to P 400,000.00	8
P 401,000.00 and over	10

5. Years in business: 10

Less than one year	0
12 - 23 months	2
24 - 35 months	4
36 - 47 months	6
48 - 59 months	8
60 - above	10

6. Spare Parts Inventory: 10

a. Substitutes	4
b. Substitutes & Originals	7
c. Originals (factory parts)	10

7. Warranty Offered: 5

a. 90 days	0
b. 120 days	2
c. 150 days	3
d. more	5

8. Type of Service Offered: 5

a. In-house	1
b. In-house and on-site	3
c. "b" plus regular/annual service contract	5

9. Gross Service Revenue/Year

10

Up to P 100,000.00	2
P 101,000.00 to P 200,000.00	4
P 201,000.00 to P 300,000.00	6
P 301,000.00 to P 400,000.00	8
P 401,000.00 and over	10

TOTAL MAXIMUM POINT VALUE

100

NOTE: Point levels per star rating category:

Point Level	Star Rating
up to 40	1
41 to 50	2
51 to 60	3
61 to 70	4
71 over	5

** See attached list of tools and equipment

ADDENDUM:

Pre-requisite for Star Ratings:

- I.
 1. Mandatory Tools
 2. Mechanics - certified chief technician
- II. Insurance coverage (refer to D.O. 69)
- III. Performance Bond (for Four and Five Star only)
- IV. Dealership Agreement (for Five Star only)

TOOLS/EQUIPMENT REQUIREMENT GUIDE
(MOTOR VEHICLES)

SERVICES OFFERED

D.1. Painting

- * Air Compressor
- Portable Electric Drill
- * Air Regulator
- * Point Spray Gun
- Point Drier
- Portable Sander & Polisher

D.2. Body Sheet Metal & Frame Repairs

- * Air Compressor
- * Electric Welder - Oxy-Acetylene
- Hydraulic or Mechanical Power
- Tool Set
- * Body-Fender Tool Set
- Portable Sander & Polisher

D.3. Brake System

- * Bench Grinder/Wheel Brush
- * Washing Pan
- Hydraulic Brake Bleeder (optional)
- Dial Gauge with Adapter (optional)
- * Torque Wrench
- Thickness Gauge
- * Brake Tube Flaring Tool
- (Floor Jack
- * (Vise
- (Service Creeper
- (Portable Electric Drill
- (Inspection Lamp

D.4. Transmission - Manual

- * Hoist or Pit (optional)
- * Gear Oil Pump/Dispenser
- * Micrometer Set
- * Torque Wrench
- * Thickness Gauge
- Hydraulic or Mechanical Press
- (Floor Jack
- (Stand
- (Service Creeper
- (Vise
- (Oiler
- * (Inspection Lamp

D.5. Rear Axle

Hoist or Pit (optional)
Gear Oil Pump/Dispenser
Micrometer Set
Dial Gauge with adapter
Hydraulic or Mechanical Press
Spring Scale

- * Oiler
- Inspection Lamp

D.6. Transmission - Automatic

- * Pressure Gauges/0-300 PSI
SST-AUTO TRANS

D.7. Hydraulic/Pneumatic/Air System

D.8. Engine Overhauling

- Hoise or Pit (optional)
- * Chain Block
- Hydraulic or Mechanical Press
- Valve Spring Compressor
- Piston Ring Compressor
- * Micrometer Set
- * Dial Guage with adapter
- * Cylinder Bore Gauge
- Plastigage
- Piston Clearance Pull Spring Gauge
- Straight Edge
- Surface Plate and V Block (optional*)
- * (Floor Jack
- (Stand
- (Service Creeper
- (Torque Wrench
- (Thickness Gauge
- (Vise
- (Oiler
- * (Inspection Lamp
- Including Engine Tune-up Tools

D.8. Engine Tune Up

- Tune-up Tester (optional)
- Tachometer & Cam Dwell Tester
- * Timing Light
- AVR Circuit Tester (optional)
- Spark Plug Cleaner/Tester (optional)
- Compression Tester
- Filler Gauge
- Inspection Lamp

D.9. Front Suspension and Steering
Including Wheel Alignment

- Hoist or Pit
- * Chassis Lubricator or Grease Gun
- Oil Pump/Dispenser
- Hydraulic or Mechanical Press
- Spring Scale
- SST for Power Steering
- Including Wheel Alignment Tools

D.10. Complete Wheel Alignment

- * Tire Pressure Gauge
- * Toe-in Gauge
- * Camber Caster King-Pin Gauge
- * Turning Radius Gauge

D.11. Wheel Balancing

- * Dynamic Wheel Balancer

D.12. Lubrication System

- Hoist or Pit
- Washing Stall
- Chassis Lubricator or Grease Gun
- * Oil Pump/Dispenser
- * Oiler

D.13. Upholstery Services

SST for Upholstery Services

D.14. Glass Replacement & Door Repairs

SST for Glass Replacement Services

D.15. Auto Electrical Repairs

- * AVR Circuit Tester
- * Alternator Checker or Equivalent
- Battery Cell Tester
- Battery Hydrometer
- Battery Charger
- * Booster Cable
- Growler

D.16. Car Airconditioning

System analyzer gauge manifold with charging hose
& fitting
Leak detector (portable hand-hold) electronic type or gas
Vacuum pump
Refrigerant, storage tank 30 lbs. capacity complete
w/ manifold valve
Standard tools consisting of:
1 set screw driver
1 set spanner (open end)
1 set socket wrench 8 - 21 mm. w/ rachal handle
1 pc. adjustable wrench 8 "
Flare tool set
Pipe cutter (copper tube)

MISCELLANEOUS TOOLS

Snapping plier set
Vice grip wrench
Pipe wrench
Drill set
Hole saw set
Screw extractor set
Tap and die set
Chisel puch set
File set
Hammer
Rubber mallet
Wood or Plastic mallet
Wire brush
Soldering iron
Hacksaw
Inspection lamp
Tape measure
Hexagon wrench set
Stud puller
Filler gauge

* Mandatory tools & equipment

TOOLS AND EQUIPMENT FOR AUTOMOTIVE ENGINE REBUILDING/ENGINEERING MACHINE SHOP

A. AUTOMOTIVE ENGINE REBUILDING MACHINE SHOP

No. of Units	Types and Specification
1 Unit	Lathe Machine, 22" swing diameter
1 Unit	Lathe Machine, 18" swing diameter
1 Unit	*Lathe Machine, 10" swing diameter
1 Unit	*Milling Machine No. 1 (optional)
1 Unit	*Shaper Machine
1 Unit	*Drill Press, 1' capacity
1 Unit	Hydraulic Press
1 Unit	*Electric Welding Machine
1 Unit	*Oxy-acetylene Welding Equipment
1 Unit	Crankshaft Grinder
1 Unit	Line Boring Machine
1 Unit	Reboring Machine
1 Unit	Hydroboring Machine & Conrod Resiter
1 Unit	Honing Machine
1 Unit	Valve Refacing Machine
1 Unit	Surface Grinder (Wet or Dry)
1 Unit	Conrod Aligner
1 Unit	Valve Seat Grinder
1 Unit	*Bench Grinder
1 Unit	*Air Compressor
1 Unit	Turbo Washing Tank
1 Unit	*Chain Block
1 Set	*Standard Hand Tools
1 Set	*Complete Measuring Instruments

B. ENGINEERING MACHINE SHOP

No. of Units	Types and Specification
2 Units	Lathe Machines, 30" swing diameter
2 Units	Lathe Machines, 24" swing diameter
2 Units	*Lathe Machines, 18" swing diameter
1 Unit	Vertical Lathe Machine
1 Unit	*Milling Machine No. 2 (optional)
1 Unit	*Shaper Machine, 24 strokes
1 Unit	Planer Machine
1 Unit	Radial Drill Press
1 Unit	*Drill Press, 2" in steel
1 Unit	Hydraulic Press, 50 tons
1 Unit	*Electric Welding Machine
1 Unit	*Oxy-acetylene Welding Equipment
1 Unit	Plain Cylindrical Grinder
1 Unit	Internal Grinder
1 Unit	*Bench Grinder
1 Unit	*Air Compressor
1 Unit	Power Hack Saw
1 Unit	*Chain Block
1 Set	*Standard Hand Tools
1 Set	*Complete Measuring Instruments

* Mandatory tools and equipment

TOOLS/INSTRUMENTS/EQUIPMENT/SUPPLIES
(ELECTRONICS)

TOOLS

- | | |
|----------------------------|----------------------------------|
| * 1. Long nose pliers | *11. Small flat file |
| * 2. Cutter | *12. Pen knife |
| * 3. Screwdriver (+) | *13. Paint brush w/long bristles |
| * 4. Screwdriver (-) | *14. Drill |
| * 5. Screwdriver precision | *15. Hacksaw |
| * 6. Soldering iron 35w | 16. De-soldering kit |
| * 7. Soldering gun | *17. Mechanical pliers |
| * 8. Ballpen hammer | 18. Others |
| * 9. Socket wrench | |
| 10. Alignment tool kit | |

EQUIPMENT

- | | |
|--|--|
| * 1. Multitester | 13. Frequency counter |
| 2. Oscilloscope 5 Mhz Dual Trace | |
| 3. Pattern generator (Multisystem) | *14. Automatic Regulated Transformer (220/110) |
| 4. RF-Signal Generator (160 Khz-240 Mhz) | 15. Vacuum cleaner or Air compressor (small) |
| * 5. Regulated DC Power Supply | 16. Head phone |
| 6. Audio-RF Signal Tracer | 17. TV monitor |
| 7. AC VTVM | 18. Microphone |
| 8. Distortion Meter | 19. Audio test tape (cassette/reel) |
| 9. Wow & Flutter Meter | 20. Video test tape (beta/VHS) |
| 10. Sweep Generator | 21. Speaker system |
| 11. Synchroscope | 22. Antenna system |
| 12. FM Stereo Signal Generator | 23. Field strength meter |

SUPPLIES

- | | |
|------------------------|-----------------------|
| * 1. Soldering lead | * 7. Screws |
| * 2. Contact cleaner | * 8. Nuts |
| * 3. Rugs/cloth | * 9. Connecting wires |
| 4. Chamois leather | *10. Soldering paste |
| * 5. Denatured alcohol | *11. Lock paint |
| * 6. Alligator clips | 12. Others |

* Mandatory tools/equipment/supplies.

BASIC TOOLS/INSTRUMENTS/EQUIPMENT
(ELECTRICAL)

TOOLS

- * 1. Electrical pliers
- 2. Mechanical pliers
- * 3. Screwdriver (+)
- * 4. Screwdriver (-)
- 5. Precision screwdriver
- * 6. Cutter
- 7. Soldering gun
- * 8. Ballpen hammer
- * 9. Hacksaw
- * 10. Socket wrench
- * 11. Flat file
- * 12. Pen knife
- * 13. Paint brush (med)
- * 14. Electric drill

EQUIPMENT/INSTRUMENT

- * 1. Multi-tester
- * 2. Automatic regulated transformer (220/110)
- 3. Air compressor (small)
- 4. Regulated DC power supply
- 5. Winding machine
- 6. Jigs & fixtures
- 7. Others

* Mandatory tools/equipment/instrument

TOOLS, EQUIPMENT AND INSTRUMENTS USED IN
REFRIGERATION AND AIRCONDITIONING WORKS

- I. Basic and standard tools one must have in his possession and readily available whenever the work requires:

1. Screwdrivers

1.1. Standard straight for slotted screw heads

* 1.2. Philips

* 1.3. Offset type of items 1.1 and 1.2 for cramped space

* 2. Allen wrenches

3. Bristol wrenches

* 4. Open end wrenches

* 5. Box wrenches

* 6. Adjustable wrenches

* 7. Ratchet wrench

* 8. Mechanical plier

* 9. Electrical plier

*10. Longnose plier

*11. Side/Diagonal cutter

*12. Vise grip

*13. System analyzer (compound pressure gauge and manifold)

14. Charging line (1/4 copper tubing with flare nut or flexible hoses)

*15. Steel rule or steel tape

*16. Ball pen hammer

17. Cold chisel

*18. Center punch

19. Gasket cutter

*20. Scissors

*21. File

*22. Brush (nylon, brass or steel)

*23. Spatula

*24. Flaring tool

*25. Tube cutter

*26. Swaging tool

*27. Pinching tool

28. Various fittings (brass) appropriate with the work

28.1. Flare nuts

28.2. Half flare union

28.3. Flare union

28.4. Refrigerant cylinder adaptor

28.5. Flare cups and plugs

*29. Test light

*30. Multi-tester

*31. Pocket thermometer

*32. Oiler

33. Other miscellaneous items such as:

sponge, rags, a piece of water-proof and paper, hacksaw blade and a piece of soap

*34. Tool bag or tool box to contain the above items

II. Special tools (shop provided)

1. Metal scribe
2. Compass/divider
- * 3. Tin shear
- * 4. Leak detector
5. Flare wrench
- * 6. Socket wrench
7. Screw extractor
8. Tapered reamer monkey wrench
9. Pipe wrench
- * 10. Hacksaw frame and blade
11. Wood saw
- * 12. Claw hammer
13. Wood chisel
14. Jack plane
- * 15. Hand drill and bit
16. Grease gun
- * 17. Electric soldering gun and iron
- * 18. Bench vise and pipe vise

III. Special Instruments

- * 1. Megger/Megohmmeter
- * 2. Hook - on ammeter voltmeter
- * 3. Tachometer/speed counter
- * 4. Air velocity meter
5. Temperature and humidity recorder
6. Ph meter or acid tester
7. Flowmeter
8. Color toxic gas meter/tester
- * 9. Sling psychrometer
10. Spirit level
11. Caliper
12. Micrometer caliper
13. Thickness gauge
- * 14. Wire gauge
15. T-square
16. Depth gauge
17. Capillary orifice gauge

IV. Equipment

- * 1. Trouble light and extension (power cord)
- * 2. Portable vacuum pump
3. Portable condensing unit
- * 4. Portable air compressor (hose and spray gun)
- * 5. Portable high pressure water pump
6. Portable steam cleaner
- * 7. Acetylene and oxygen welding set (including regulator tip and hose)
8. Prestolite brazing set
9. Blow torch
- * 10. Refrigerant and gas cylinders
11. Diaphragm pump
12. Acid circulating pump

- *13. Robinaire charging set
- 14. Hand operated oil pump
- *15. Electric welding set
- 16. Portable grinder/sander
- 17. Hydrostatic pump

V. Safety Devices

- *1. Welding goggles
- *2. Welding masks
- 3. Rubber gloves (chemical resistant)
- *4. Rubber gloves (Die-electric - 600 volts)
- *5. Working gloves (heavy canvass asbestos)
- *6. Welding apron
- *7. Safety shoes
- 8. Safety helmet
- 9. Gas mask

* Mandatory tools and equipment

**SHOP TOOLS/EQUIPMENT/SUPPLIES/CONSUMABLES
FOR OFFICE/DATA PROCESSING/EQUIPMENT REPAIR**

**I. FOR MECHANICAL/ELECTROMECHANICAL OFFICE MACHINES/
(i.e. Manual/Electric typewriters, adding machines, etc.)**

A. SHOP TOOLS

MINIMUM REQUIREMENT

Per Technician

1. Screwdriver (-)/Cross Slated (+) Set
2. Pliers Set (Electrical, Mechanical, Long Nose)
3. Cutter Set
4. Spring Hook Set
5. Tweezer
6. Jeweller's Screwdriver Set
7. Allen Wrench Set
8. Brush Set (Paint Brush, Toothbrush)
9. Small Mechanism Hammer
10. Retaining Clip (C clip) Setter and Detacher
11. Oilers
12. Vise-Grip Locking Hand Tool
13. Adjustable Wrench
14. Multi-meter
15. Soldering Tool
16. Desoldering Tool

Per Shop

1. Spanner Wrench Set
2. Box-end Wrench Set
3. Socket Wrench Set
4. Portable Blow Torch
5. Hack saw
6. File Set
7. Punch Set

OPTIONAL

1. Filler Gauge
2. Gauge Wire
3. Caliper
4. Steel Tapes
5. Flash Light

ADDITIONAL TOOLS FOR ELECTRO-MECHANICAL OFFICE MACHINES

6. Multi-prong Pliers
7. Type Bar Roller Bender
8. Type Bar Adjusting Plier
9. Type Cutting Plier
10. Type Bar Side Aligning Plier
11. Other special tools for specific brands of typewriters and other office machines

B. SHOP EQUIPMENT

MINIMUM REQUIREMENT

1. Bench Vice
2. Bench Grinder
3. Electric Drill
4. Air Compressor
5. Vacuum Cleaner

OPTIONAL

1. Bender-expander

C. FIELD TOOLS (MINIMUM REQUIREMENT)

1. Screwdriver (-)/Cross Slated (+) Set
2. Plier
3. Cutter
4. Adjustable Spanner/Wrench Set
5. Spring Hook
6. Tweezer
7. Hexagon Socket/Screw/Wrench Set
8. Brush
9. Retaining Clip (C clip) Setter and Detacher
10. Oiler
11. Soldering Tool
12. Desoldering Tool
13. Multi Tester (e.g. VOM)
14. Precision Screwdriver
15. Tool Case
16. Part Container

II. FOR ELECTRONIC OFFICE/DATA PROCESSING EQUIPMENT
(i.e. electronic calculator, fax, electronic cash register,
copier, personal computer, etc.)

A. SHOP TOOLS

MINIMUM REQUIREMENT

1. Screwdriver (-)/Cross Slated (+) Set
2. Plier
3. Cutter
4. Tweezer
5. Adjustable Wrench (6", 8")
6. Precision Screwdriver
7. Wire Stripper
8. Soldering Tool
9. Desoldering Tool
10. Multi Tester (e.g. VOM)

11. Hexagon Socket Screw/Wrench
12. Retaining Clips (C clip) Setter and Detacher
13. Filler Gauge
14. Hacksaw
15. Mechanism Hammer
16. Spring Hook
17. IC Insertion/Extraction Tools
18. Nut Driver Set
19. Vise-Grip Locking Hand Tool
20. Tension Gauge (push/pull type)
21. File Set
22. Oiler
23. Brush Set
24. Connector Insertion and Extractor Tools
25. Magnifying Lens
26. Aligning Tools
27. Flashlight
28. Allen Wrench Set
29. Pin Punch Set

OPTIONAL

1. Inspection Mirror
2. Crimp Tool
3. Modular Plug Kit (tel.)
4. Clips and Extension Cable/Wire (e.g. Alligator Clip)
5. Staple Gun
6. Torque Wrench
7. Special tools for specific brand of electronic office equipment

B. SHOP EQUIPMENT

MINIMUM REQUIREMENT

1. Bench Vise
2. Bench Grinder
3. Electric Drill
4. Air Compressor
5. Vacuum Cleaner

SPECIAL REQUIREMENT FOR COMPUTER REPAIR

1. Floppy Disk Alignment/Tester
2. Hard Disk Drive Tester
3. Logic Analyzer

OPTIONAL

1. Oscilloscope
2. Signal Generator
3. Capacitance Meter
4. Power Supply

5. I.C. Tester
6. Logic Probe
7. Logic Pulser
8. Current Tracer
9. EPROM Eraser
10. EPROM Programmer
11. Curve Tracer
12. In-Circuit Tester
13. Bench Type Digital Multi Meter
14. Desoldering Tool Station
15. Soldering Tool Station
16. Heat Gun
17. Automatic Voltage Regulator
18. Transformer (e.g. step-up, step-down)
19. IC/LSI Desoldering Tool
20. Rewinding Machine
21. Wire Gauge
22. Slide Regulator (0 to 260 Volts - VARIAC)

**SHOP SUPPLIES/CONSUMABLES
FOR OFFICE/DATA PROCESSING/EQUIPMENT REPAIR**

A. FOR SHOP REPAIR

MINIMUM REQUIREMENT

1. Soldering Lead
2. Contact Cleaner (e.g. LPS)
3. Oil/Grease
4. All Purpose Cleaner (e.g. Wipe-out, MC)
5. Electrical Tape
6. Insulator (e.g. Mica Tube)
7. Penetrating Oil
8. Adhesive (e.g. Bionic, Supaglu, Rugby)
9. Sand Paper
10. Rags
11. Alcohol/Thinner

OPTIONAL

1. Soldier Wick
2. Silicon Blue
3. Degreasing Agent (e.g. LPS)

B. FOR FIELD REPAIR

1. Soldering Lead
2. Adhesive (e.g. Bionic, Supaglu, Rugby)
3. Sand Paper
4. Rags
5. Contact Cleaner (e.g. LPS)