

[DTI DEPARTMENT ADMINISTRATIVE ORDER NO. 4 SERIES OF 1995, May 19, 1995]

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 PD 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 Order No. 69, Series of 1993 and Department Administrative Order No. 2, Series of 1994 are hereby prescribed and promulgated for the information, guidance and compliance of all concerned:

Rule IV of Ministry Order No. 32, Series of 1985 is hereby modified to read as follows:

**"Rule IV
Written Estimate of Cost and Authorization Required; Payment Upon Completion**

Section 1. No work, repair or service job shall be commenced without a specified written authority or job order contract with its customer indicating the following information on the job order contract:

1. Problem and diagnosis (if any)
2. Description of work, repair or service to be performed (flat rate)
3. Estimate of the labor (flat rate)
4. Estimate of the cost of parts to be used
5. Estimate of the time or date of work completion

Section 2. Display of Signboard for Job Authorization - Every accredited enterprises shall install and display in a conspicuous place within the premises of the enterprise for all customers to see a signboard with a minimum size of 1.22 mts. x 1.525 mts. and the statement "TO ALL CUSTOMERS BEFORE SIGNING ANY JOB AUTHORIZATION, THE FOLLOWING MUST BE INDICATED IN THE JOB ORDER FORM:

1. PROBLEM AND DIAGNOSIS (IF ANY)
2. DESCRIPTION OF WORK TO BE PERFORMED (FLAT RATE)
3. ESTIMATE OF LABOR (FLAT RATE)
4. ESTIMATE OF COST OF PARTS
5. ESTIMATE OF THE TIME OR DATE OF WORK COMPLETION

Section 3. Before any payment for any work, repair or service job, the following information shall be provided in the billing invoice of the customer: