



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

July 24, 2023

DIVISION MEMORANDUM  
No. 316, s. 2023

**UPDATED DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT  
TRANSACTIONS, AMENDING COA CIRCULAR NO. 2012-001  
DATED JUNE 14, 2012**

To:

**Assistant-Schools Division Superintendent  
Chief CID, SGOD  
Education Program Supervisors  
Elementary & Secondary School Heads  
Section Heads  
All Others Concerned  
This Division**

1. In accordance with COA Circular No. 2023-004, dated June 14, 2023, Re: **"Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001,"** the field is hereby advised on the strict compliance on the aforementioned circular.
2. Attached is the checklist of Documentary Requirements to provide guidance on the required attachments. (*See Enclosure 1*)
3. In this regard, a checklist (*enclosure 1*) of the applicable claim(s) will be attached by the employees concerned with the necessary attachments of their claims before forwarding it to the budget and accounting sections. This is to ensure the completeness and legality of all transactions and to strengthen the effective and efficient management of government resources.
4. All division related issuances which are inconsistent with the provisions of this Memorandum are hereby repealed and modified.
5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the *Perpetual Index*  
Under the following subjects:

ACCOUNTING COA CIRCULAR ATTACHMENTS

Acctg/CLDA



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Enclosure 1 (Checklist of Documentary Requirements)

## CASH ADVANCE

<b>CASH ADVANCE EXCEPT FOR TRAVEL CASH ADVANCES</b>		
1.		AUTHORITY OF THE ACCOUNTABLE OFFICER ISSUED BY THE HEAD OF AGENCY OR HIS DULY AUTHORIZED REPRESENTATIVE INDICATING THE MAXIMUM ACCOUNTABILITY & PURPOSE OF CASH ADVANCE ( FOR INITIAL CASH ADVANCE)
2.		CERTIFICATION FROM THE CHIEF ACCOUNTANT THAT PREVIOUS CASH ADVANCES HAVE BEEN FULLY LIQUIDATED AND ACCOUNTED FOR IN THE BOOKS
3.		APPROVED APPLICATION FOR BOND FOR THE YEAR FOR CASH ACCOUNTABILITY OF P 5,001.00 OR MINIMUM AMOUNT THAT MAY BE PRESCRIBED BY BUREAU OF TREASURY

<b>CASH ADVANCE EXCEPT FOR PAYROLL FUNDS FOR SALARIES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES</b>		
1.		APPROVED PAYROLL OR LIST OF PAYEES INDICATING THEIR NET PAY
2.		APPROVED AUTHORITY (PRESIDENTIAL DIRECTIVE OR LEGISLATIVE ENACTMENT) OR LEGAL BASIS TO PAY ALLOWANCES/ SALARIES/HONORARIA/ FRINGE BENEFITS

<b>CASH ADVANCE FOR TRAVELLING EXPENSES (LOCAL TRAVEL)</b>		
1.		DULY APPROVED OFFICE ORDER/TRAVEL ORDER
2.		DULY APPROVED ITINERARY OF TRAVEL
3.		CERTIFICATION FROM THE CHIEF ACCOUNTANT THAT THE PREVIOUS CASH ADVANCES HAVE BEEN FULLY LIQUIDATED & ACCOUNTED FOR IN THE BOOKS
4.		QUOTATION OF PLANE FARE FOR SIMILAR DATES, FROM ATLEAST 3 AIRLINE COMPANIES/ TRAVEL AGENCIES OR ITS EQUIVALENT. IN CASE OF LESS THAN 3 QUOTATIONS, A CERTIFICATION BY THE CLAIMANT ATTESTING TO SUCH CIRCUMSTANCE, SIGNED BY HIS/HER SUPERVISOR
5.		LETTER OF INVITATION OF THE HOST/SPONSORING AGENCY/ ORGANIZATION / MEMORANDUM

# LIQUIDATION

## LIQUIDATION OF CASH ADVANCE FOR PAYROLL FUNDS FOR SALARIES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES

1.	REPORT OF CASH DISBURSEMENTS (RCDi <b>sb</b> ) CERTIFIED BY THE ACCOUNTABLE OFFICER
2.	APPROVED PAYROLLS/VOUCHERS DULY ACKNOWLEDGES/SIGNED BY THE PAYEE/S DULY VERIFIED / APPROVED ACCOMPLISHMENTS REPORT, IN CASE OF PAYMENT OF PERSONNEL UNDER THE "JOB ORDER" STATUS
3.	OFFICIAL RECEIPT (OR) / PRINTED ELECTRONIC OFFICIAL RECEIPT( <b>eOR</b> ) / ACKNOWLEDGEMENT RECEIPT (AR) OR EQUIVALENT IN CASE OF REFUND FOR UNCLAIMED SALARIES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES
4.	AUTHORITY FROM THE CLAIMANT AND IDENTIFICATION DOCUMENTS, IF CLAIMED BY A PERSON OTHER THAN THE PAYEE

## LIQUIDATION OF PETTY CASH FUND

1.	REPORT ON PAID PETTY CASH VOUCHERS (RPPCV)
2.	PETTY CASH VOUCHERS (PCVs) DULY ACCOMPLISHED, SIGNED AND APPROVED
3.	APPROVED PURCHASE REQUEST WITH CERTIFICATE OF EMERGENCY PURCHASE, if necessary
4.	BILLS, RECEIPTS, SALES INVOICES
5.	CERTIFICATION OF EXPENSE NOT REQUIRING RECEIPT (CERR)- for expenses amounting to P300 or less REIMBURSEMENT EXPENSE RECEIPTS (RER)- for expenses amounting to more than P300 but not exceeding P1,000 (pursuant to COA Circular No. 2017-001 as amended by COA Circ. No. 2021-001)
6.	INSPECTION AND ACCEPTANCE REPORT (IAR) OR CERTIFICATE OF INSPECTION AND ACCEPTANCE
7.	PRE-/POST REPAIR INSPECTION REPORT
8.	WASTE MATERIALS REPORT(WMR) IN CASE OF REPLACEMENT/REPAIR
9.	APPROVED TRIP TICKET, FOR GASOLINE/FUEL EXPENSES, TOGETHER W/PARKING AND TOLL FEE RECEIPTS, if any ( APPLICABLE FOR GOVERNMENT VEHICLES ONLY)
10.	CANVASS FROM AT LEAST 3 SUPPLIERS FOR PURCHASES AS PRESCRIBED (INVOLVING P2,000 AND ABOVE OR OTHER AMOUNT THAT MAY BE PRESCRIBED IN THE FUTURE), EXCEPT FOR THE PURCHASES MADE WHILE ON OFFICIAL TRAVEL
11.	SUMMARY/ABSTRACT OF CANVASS
12.	OR/ <b>eOR</b> /AR OR EQUIVALENT IN CASE OF REFUND OF PCF
13.	INVENTORY CUSTODIAN SLIP (ICS) FOR SEMI-EXPENDABLE ITEMS
	<b>FOR MEALS AND SNACKS CHARGE TO PCF:</b>
14.	NOTICE OF MEETING WITH AGENDA MEETING'S PURPOSE
15.	MINUTES OF MEETING
16.	ATTENDANCE SHEET

## LIQUIDATION OF CASH ADVANCE (LOCAL TRAVEL)

1.	LIQUIDATION REPORT
2.	APPROVED CERTIFICATE OF TRAVEL COMPLETED
3.	APPROVED REVISED ITINERARY OF TRAVEL , if the previously approved itinerary was not followed
4.	COPY OF PREVIOUSLY APPROVED ITINERARY OF TRAVEL
5.	COPY OF OFFICE ORDER AND THE SUPPLEMENTAL OFFICE ORDER OR ANY PROOF SUPPORTING THE CHANGE OF SCHEDULE

6.		<p>CERTIFICATE OF APPEARANCE OR ATTENDANCE OR IN THE ABSENCE THEREOF,</p> <p>PHOTOCOPY OF THE RECEIVED COPY OF MEMO/ TRANSMITTAL OF BACK TO OFFICE REPORT/  NARRATIVE REPORT ON TRIP UNDERTAKEN/ REPORT ON PARTICIPATION ADDRESSED TO THE AGENCY HEAD. THE REPORT DULY NOTED BY THE AGENCY HEAD OR HIS AUTHORIZED REPRESENTATIVE, SHALL CONTAIN, AMONG OTHERS, THE FOLLOWING INFO:  ~HIGHLIGHTS OF THE TRAINING/ACTIVITY;  ~PICTURES PREPERABLY DATED;  ~PLAN OF ACTION FOR KNOWLEDGE SHARING, AND  ~RECOMMENDATIONS</p>
7.		<p>OR/eOR or EQUIVALENT IN CASE OF REFUND OF EXCESS CASH ADVANCE</p>
8.		<p>PAPER/ELECTRONIC PLANE, BOAT OR BUS/TRAIN TICKETS, FEE RECEIPTS, PAPER/ELECTRONIC BOARDING PASSES OR A PASSENGER MANIFEST CERTIFIED BY THE CONCERNED AIRLINE OR SHIPPING COMPANY</p>
9.		<p>CERTIFICATION OF THE HEAD OF AGENCY AS TO THE ABSOLUTE NECESSITY OF THE EXPENSES TOGETHER WITH THE CORRESPONDING BILLS OR RECEIPTS, IF THE EXPENSES INCURRED FOR THE OFFICIAL TRAVEL EXCEEDED THE PRESCRIBED RATE PER DAY (<i>certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts</i>)</p>
10.		<p>OR/eOR or CERR- for expenses amounting to P300 or less or RER for expenses amounting to more than P300 but not exceeding P1,000 (pursuant to COA Circular No. 2017-001 as amended by COA Circ. No. 2021-001 or other amount that may be prescribed in the future. IN CASE OF PAYMENT OF TOLL FEES, CERR.RER SHALL BE SUPPORTED WITH THE TOLL FEE RATES.</p>
10.		<p>CERTIFICATION BY THE AGENCY HEAD OR AUTHORIZED REPRESENTATIVE AS ABSOLUTELY NECESSARY IN THE PERFORMANCE OF AN ASSIGNMENT ( IN CASE OF CLAIMS FOR ACTUAL ACCOMMODATION EXPENSES IN EXCESS OF THE ACCOMMODATION COMPONENT OF THE DTE, BUT IN NO CASE SHALL THE DIFFERENCE EXCEED 100% OF OF SUCH COMPONENT OF THE PRESCRIBED DTE RATE )</p>
11.		<p>BILL AND OFFICIAL RECEIPT ( IN CASE OF CLAIMS FOR ACTUAL ACCOMMODATION EXPENSES MORE THAN THE PRESCRIBED ACCOMODATION RATE FROM DTE )</p>

## REIMBURSEMENT OF TRAVEL

REIMBURSEMENT OF TRAVELLING EXPENSES (LOCAL TRAVEL)	
1.	APPROVED AUTHORITY TO TRAVEL
2.	APPROVED ITINERARY OF TRAVEL
3.	APPROVED CERTIFICATE OF TRAVEL COMPLETED
4.	MEMORANDUM
5.	COPY OF OFFICE ORDER AND THE SUPPLEMENTAL OFFICE ORDER OR ANY PROOF SUPPORTING THE CHANGE OF SCHEDULE
6.	<p>CERTIFICATE OF APPEARANCE OR ATTENDANCE OR IN THE ABSENCE THEREOF,</p> <p>PHOTOCOPY OF THE RECEIVED COPY OF MEMO/ TRANSMITTAL OF BACK TO OFFICE REPORT/ NARRATIVE REPORT ON TRIP UNDERTAKEN/ REPORT ON PARTICIPATION ADDRESSED TO THE AGENCY HEAD. THE REPORT DULY NOTED BY THE AGENCY HEAD OR HIS AUTHORIZED REPRESENTATIVE, SHALL CONTAIN, AMONG OTHERS, THE FOLLOWING INFO:</p> <ul style="list-style-type: none"> <li>-HIGHLIGHTS OF THE TRAINING/ACTIVITY;</li> <li>-PICTURES PREPERABLY DATED;</li> <li>-PLAN OF ACTION FOR KNOWLEDGE SHARING; AND</li> <li>-RECOMMENDATIONS</li> </ul>
7.	<p>QUOTATION OF PLANE FARE SOR SIMILAR DATES, FROM AT LEAST THREE AIRLINE COMPANIES/ TRAVEL AGENCIES OR ITS EQUIVALENT.</p> <p>IN CASE OF LESS THAN THREE QUOTATIONS, A CERTIFICATION BY THE CLAIMANT ATTESTING TO SUCH CIRCUMSTANCE, SIGNED BY HIS/HER SUPERVISOR</p>
8.	PAPER/ELECTRONIC PLANE, BOAT OR BUS/TRAIN TICKETS, FEE RECEIPTS, PAPER/ELECTRONIC BOARDING PASSES OR A PASSENGER MANIFEST CERTIFIED BY THE CONCERNED AIRLINE OR SHIPPING COMPANY
9.	CERTIFICATION OF THE HEAD OF AGENCY AS TO THE ABSOLUTE NECESSITY OF THE EXPENSES TOGETHER WITH THE CORRESPONDING BILLS OR RECEIPTS, IF THE EXPENSES INCURRED FOR THE OFFICIAL TRAVEL EXCEEDED THE PRESCRIBED RATE PER DAY ( <i>certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts</i> )
10.	OR/eOR or CERR- for expenses amounting to P300 or less or RER for expenses amounting to more than P300 but not exceeding P1,000 (pursuant to COA Circular No. 2017-001 as amended by COA Circ. No. 2021-001 or other amount that may be prescribed in the future. IN CASE OF PAYMENT OF TOLL FEES, CERR,RER SHALL BE SUPPORTED WITH THE TOLL FEE RATES.
11.	CERTIFICATION BY THE AGENCY HEAD OR AUTHORIZED REPRESENTATIVE AS ABSOLUTELY NECESSARY IN THE PERFORMANCE OF AN ASSIGNMENT ( <i>IN CASE OF CLAIMS FOR ACTUAL ACCOMMODATION EXPENSES IN EXCESS OF THE ACCOMMODATION COMPONENT OF THE DTE,BUT IN NO CASE SHALL THE DIFFERENCE EXCEED 100% OF OF SUCH COMPONENT OF THE PRESCRIBED DTE RATE</i> )
12.	BILL AND OFFICIAL RECEIPT ( <i>IN CASE OF CLAIMS FOR ACTUAL ACCOMMODATION EXPENSES MORE THAN THE PRESCRIBED ACCOMODATION RATE FROM DTE</i> )

## OTHER EXPENDITURES

UTILITY EXPENSES		
1.		STATEMENT OF ACCOUNT/ BILL
2.		INVOICE/OFFICIAL RECEIPT OR MACHINE VALIDATED STATEMENT OF ACCOUNT/ BILL

TELEPHONE/COMMUNICATION EXPENSES		
1.		STATEMENT OF ACCOUNT/ BILL
2.		INVOICE/OFFICIAL RECEIPT OR MACHINE VALIDATED STATEMENT OF ACCOUNT/ BILL OR COLLECTION AND ACKNOWLEDGEMENT RECEIPTS
3.		CERTIFICATION BY HEAD OF AGENCY OR HIS AUTHORIZED REPRESENTATIVES THAT ALL NATIONAL DIRECT DIAL (NDD), NATIONAL OPERATOR ASSISTED CALLS AND INTERNATIONAL OPERATOR ASSISTED CALLS ARE OFFICIAL CALLS.
4.		AUTHORITY FROM THE HEAD AGENCY FOR ENTITLEMENT TO MOBILE PHONE ALLOWANCE
5.		SELF-CERTIFICATION THAT THE COMMUNICATION EXPENSES WERE USED FOR OFFICIAL BUSINESS
6.		CERTIFICATION FROM THE CHIEF ACCOUNTANT AND PROPERTY OFFICER THAT THE EMPLOYEE WAS NOT ISSUED A POSTPAID PLAN FOR MOBILE PHONE

# SALARY

## FOR INDIVIDUAL CLAIMS

<b>FIRST SALARY CLAIM FOR REGULAR EMPLOYEES</b>		
1.		CERTIFICATE OF APPOINTMENT DULY ATTESTED BY THE CSC OR ITS EQUIVALENT
2.		ASSIGNMENT/ RE-ASSIGNMENT ORDER, if applicable
3.		CERTIFIED COPY OF OATH OF OFFICE
4.		CERTIFICATE OF ASSUMPTION
5.		STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
6.		APPROVED DAILY TIME RECORD (DTR)
7.		BUREAU OF INTERNAL REVENUE (BIR) WITHHOLDING CERTIFICATE
8.		PAYROLL INFORMATION OF NEW EMPLOYEE (PINE) OR ANY EQUIVALENT DOCUMENT
9.		AUTHORITY FROM THE CLAIMANT AND IDENTIFICATION DOCUMENTS, IF CLAIMED BY PERSON OTHER THAN THE PAYEE

<b>FIRST SALARY CLAIM FOR TRANSFEREE</b>		
1.		CERTIFICATE OF APPOINTMENT DULY ATTESTED BY THE CSC OR ITS EQUIVALENT
2.		ASSIGNMENT/ RE-ASSIGNMENT ORDER, if applicable
3.		CERTIFIED COPY OF OATH OF OFFICE
4.		CERTIFICATE OF ASSUMPTION
5.		STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
6.		APPROVED DAILY TIME RECORD (DTR)
7.		BUREAU OF INTERNAL REVENUE (BIR) WITHHOLDING CERTIFICATE
8.		PAYROLL INFORMATION OF NEW EMPLOYEE (PINE) OR ANY EQUIVALENT DOCUMENT
9.		CLEARANCE FROM MONEY, PROPERTY AND LEGAL ACCOUNTABILITIES FROM THE PREVIOUS OFFICE
10.		CERTIFIED COPY OF PAID DISBURSEMENT VOUCHER OF LAST SALARY RECEIVED AND/OR CERTIFICATION BY THE CHIEF ACCOUNTANT FOR THE BREAKDOWN OF LAST SALARY RECEIVED & REMITTANCE OF STATUTORY DEDUCTIONS FROM PREVIOUS OFFICE
11.		CERTIFICATE OF LEAVE CREDITS
12.		BIR FORM 2316
13.		SERVICE RECORDS
14.		APPROVED /PAID HDMF AND PHILHEALTH FORMS
15.		AUTHORITY FROM THE CLAIMANT AND IDENTIFICATION DOCUMENTS, IF CLAIMED BY PERSON OTHER THAN THE PAYEE

<b>SALARY CLAIM FOR CONTRACT OF SERVICE AND JOB ORDER WORKERS</b>		
1.		APPROVED CONTRACT FOR CONTRACT OF SERVICE AND JOB ORDERS WORKERS
2.		CERTIFICATE OF ASSUMPTION
3.		APPROVED DTR
4.		BIR WITHHOLDING CERTIFICATE

<b>SALARY CLAIM IF DELETED FROM THE PAYROLL</b>		
1.		APPROVED DTR
2.		NOTICE OF ASSUMPTION
3.		APPROVED APPLICATION FOR LEAVE, AND MEDICAL CERTIFICATE IF ON SICK LEAVE FOR 5 DAYS OR MORE AND CLEARANCE IF ON LEAVE FOR 30 DAYS OR MORE

<b>SALARY CLAIM FOR CASUAL/CONTRACTUAL PERSONNED, CHARGED TO PS</b>	
1.	CERTIFIED COPY OF THE PERTINENT CONTRACT/APPOINTMENT
2.	COPY OF THE REPORT OF PERSONNEL ACTION (ROPA) OF PERTINENT CONTRACT/APPOINTMENT MARKED RECEIVED BY THE CSC
3.	CERTIFIED COPY OF THE PERTINENT CONTRACT/APPOINTMENT MARKED RECEIVED BY THE CSC
2.	DULY APPROVED ACCOMPLISHMENT REPORT
3.	APPROVED DTR
4.	CERTIFICATE OF ASSUMPTION OF DUTY FOR THE FIRST SALARY

<b>SALARY DIFFERENTIALS DUE TO PROMOTION AND/OR STEP INCREMENT</b>	
1.	DUE TO PROMOTION: ~CERTIFIED COPY OF APPROVED APPOINTMENT ~CERTIFICATE OF ASSUMPTION
2.	NOTICE OF SALARY ADJUSTMENT (NOSA), FOR STEP INCREMENT/SALARY INCREASE
3.	APPROVED DTR OR CERTIFICATION THAT THE EMPLOYEE HAS NOT INCURRED LEAVE WITHOUT PAY

<b>LAST SALARY</b>	
1.	CLEARANCE FROM MONEY, PROPERTY AND LEAGL ACCOUNTABILITIES
2.	APPROVED DTR OR CERTIFICATION THAT THE EMPLOYEE HAS NOT INCURRED LEAVE WITHOUT PAY
3.	AUTHORITY TO DEDUCT ACCOUNTABILIES, if any
4.	CERTIFICATION OF AVAILABLE LEAVE CREDITS

<b>SALARY CLAIM DURING MATERNITY LEAVE</b>	
1.	CERTIFIED COPY OF APPROVED APPLICATION FOR MATERNITY LEAVE
2.	CERTIFIED COPY OF MATERNITY LEAVE CLEARANCE
3.	MEDICAL CERTIFICATE FOR MATERNITY LEAVE
4.	CERTIFICATION AS SOLO PARENT ( FOR ADDITIONAL 15 DAYS PAID LEAVE)
5.	CERTIFICATION OF ASSUMPTION

<b>SALARY DUE TO HEIRS OF DECEASED EMPLOYEE</b>	
1.	DEATH CERTIFICATE ISSUED BY THE PSA
2.	MARRIAGE CERTIFICATE ISSUED BY PSA, if applicable
3.	BIRTH CERTIFICATE OF SURVIVING LEGAL HEIRS ISSUED BY PSA
4.	WAIVER OF RIGHT OF CHILDREDN 18 YEARS AND ABOVE, if applicable
5.	DESIGNATION OF NEXT-OF-KIN
6.	AFFIDAVIT OF TWO DISINTERESTED PARTIES THAT THE DECEASED IS SURVIVED BY LEGITIMATE AND ILLEGITIMATE CHILDRED (if any), NATURAL, ADOPTED OR CHILDREDN OF PRIOR MARRIAGE

**FOR GENERAL CLAIMS (ADDITIONAL ATTACHMENTS)**

<b>GENERAL CLAIMS THROUGH THE AUTOMATED TELLER MACHINE (ATM)</b>	
1.	APPROVED SALARY PAYROLL
2.	APPROVED PAYROLL REGISTER
3.	LETTER TO THE BANK TO CREDIT EMPLOYEES' ACCOUNT OF THEIR SALARIES OR ITHER CLAIMS STAMPED "RECEIVED" BY THE BANK
4.	VALIDATED DEPOSIT SLIPS/LDDAP-ADA, if applicable



## ALLOWANCES, HONORARIA AND OTHER FORMS OF COMPENSATIONS

### CLOTHING/UNIFORM ALLOWANCE (for individual claims)

#### FOR INDIVIDUAL CLAIMS

1.		CERTIFICATE OF ASSUMPTION ( for new employee and those on leave without pay)
2.		CERTIFICATE OF NON-PAYMENT FROM PREVIOUS AGENCY, for transferees

#### FOR GENERAL CLAIMS

3.		APPROVED CLOTHING/UNIFORM ALLOWANCE PAYROLL
4.		APPROVED PAYROLL REGISTER
5.		LETTER TO THE BANK TO CREDIT EMPLOYEES' ACCOUNT OF THEIR ALLOWANCE
6.		VALIDATED DEPOSIT SLIPS/ LDDAP-ADA, if applicable

### COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE

1.		RESOLUTION SIGNED BY BOTH PARTIES INCORPORATING THE GUIDELINES/ CRITERIA FOR GRANTING COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE
2.		COPY OF -CNA-
3.		COMPARATIVE STATEMENT OF DBM APPROVED LEVEL OF OPERATING EXPENSES AND ACTUAL OPERATING EXPENSES
4.		PROOF OF REMITTANCE TO THE NATIONAL TREASURY OF ITS 50 PERCENT DIVIDENDS SHARE OR PERCENTAGE APPROVED BY THE DEPARTMENT OF FINANCE ON THE ANNUAL EARNINGS FOR INCOME GENERATING GCs/GFIs
5.		CERTIFICATION ISSUED BY THE HEAD OF AGENCY ON THE TOTAL AMOUNT OF UNENCUMBERED SAVINGS GENERATED FROM THE COST-CUTTING MEASURES IDENTIFIED IN THE COLLECTIVE NEG. AGREEMENT WHICH RESULTED FROM THE JOINT EFFORTS OF LABOR AND MANAGEMENT AND SYSTEMS/PRODUCTIVITY/INCOME IMPROVEMENT
6.		PROOF THAT THE PLANNED PROGRAMS/ACTIVITIES/PROJECTS HAVE BEEN IMPLEMENTED AND COMPLETED I ACCORDANCE WITH TARGETS FOR THE YEAR

### HAZARD DUTY PAY

1.		CERTIFICATION BY THE SECRETARY OF DOST/ DOH/ DEPARTMENT OF NATIONAL DEFENSE(DND)/ DIRECTOR OF THE PHIL INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY THAT THE PLACE OF ASSIGNMENT/TRAVEL IS STRIFE-TORN/ EMBATTLED/ DISEASE-INFESTED/ DISTRESS OR ISOLATED AREAS/STATIONS, OR AREAS DECLARED UNDER STATE OF CALAMITY OR EMERGENCY, OR WITH VOLCANO ACTIVITY OR ERUPTION.
2.		COPY OF SPECIAL ORDER FROM THE AGENCY/DEPARTMENT HEAD COVERING THE ASSIGNMENT TO HAZARDOUS/DIFFICULT AREAS.
3.		APPROVED DTR/ REPORT OR DULY ACCOMPLISHED TIME RECORD OF EMPLOYEE OR TRAVEL REPORT
4.		FOR NON- DOST PERSONNEL, CERTIFICATION FROM DOST SECRETARY SHOWING THE DEGREE OF REISK TO HAZARDS, ACTUAL EXPOSURE AND RATES
5.		CERTIFICATION ISSUED BY THE ACCOUNTANT THAT THE AMOUNTS RECEIVED BY THE RECEPIENT/S ARE COMPLIANT WITH THE RULES AND RATES ON HAZARD PAY SET UNDER ITEM 3 OF DBM-DOH JOINT CIRCULAR NO. 1, S.2012 AND DBM-DOH JOINT CIRCULAR NO. 1, S.2016, AND ANY FUTURE AMENDMENTS THEREOF.

### SUBSISTENCE, LAUNDRY AND QUARTERS ALLOWANCES

#### FOR INDIVIDUAL CLAIMS

1.		AUTHORITY FOR ENTITLEMENT TO COLLECT THE BENEFIT APPROVED BY AGENCY HEAD
2.		APPROVED DTR
3.		CERTIFICATION FROM THE LEGAL OFFICE THAT THE EMPLOYEE HAS NO ADMINISTRATIVE CASE

#### FOR GENERAL CLAIMS

4.		PAYROLL OF PERSONNEL ENTITLED TO CLAIM SUBSISTENCE, LAUNDRY AND QUARTER ALLOWANCE
5.		PAYROLL REGISTER
6.		LETTER THE BANK TO CREDIT EMPLOYEES' ACCOUNT OF THEIR CLAIMS
7.		VALIDATED DEPOSITS SLIPS/LDDAP-ADA, if applicable

<b>HONORARIA - GOVERNMENT PERSONNEL INVOLVED IN GOV'T PROCUREMENT</b>		
1.		OFFICE ORDER CREATING AND DESIGNATING THE BAC COMPOSITIONS AND AUTHORIZING THE MEMBERS TO COLLECT HONRARIA
2.		MINUTES OF BAC MEETINGS
3.		NOTICE OF AWARD TO THE WINNING BIDDERS OF PROCUREMENT ACTIVITY BEING CLAIMED
4.		CERTIFICATION THAT THE PROCUREMENT INVOLVES COMPETITIVE BIDDING
5.		ATTENDANCE SHEET LISTING THE NAMES OF ATTENDEES TO THE BAC MEETINGS
6.		CERTIFICATION ISSUED BY THE CHIEF ACCOUNTANT THAT THE AMOUNTS RECEIVED BY THE RECIPIENT/S DO NOT EXCEED 25% OF THE ANNUAL BASIC SALARIES PURSUANT TO DBM CIRCULAR NO. 2004-5A DATED OCTOBER 7,2005 AND ANY FUTURE AMENDMENTS THEREOF

<b>HONORARIA- RESOURCE PERSON/COORDINATOR/FACILITATOR</b>		
1.		OFFICE ORDER FOT THEIR DESIGNATION WITH AUTHORITY TO COLLECT HONORARIUM
2.		AUTHORITY TO CONDUCT THE TRAINING/SEMINAR AND THE PARTICIPANTS
3.		COURSE OUTLINE/ PROGRAM
4.		COPY OF THE LETTER/ INVITATION TO GUEST RESOURCE SPEAKER/ PERSONS (as accepted/conformed)
5.		CERTIFICATION ISSUED BY THE CHIEF ACCOUNTANT THAT THE AMOUNTS RECEIVED BY THE RECIPIENT/S DO NOT EXCEED THE LIMITS PURSUANT TO DBM BC NO. 2007-001 DATED APRIL 23,2007 AND ANY FUTURE AMENDMENTS THEREOF

<b>LOYALTY CASH AWARD/ INCENTIVE/ SERVICE RECOGNITION AWARD</b>		
<i>FOR INDIVIDUAL CLAIMS</i>		
1.		SERVICE RECORD
2.		CERTIFICATE OF NON-PAYMENT FROM PREVIOUS OFFICE ( for transferee)
3.		CERTIFICATE FROM HRO/U THAT THE CLAIMANT HAS NOT INCURRED MORE THAN 50 DAYS LEAVE WITHOUT PAY WITHIN THE PRECEDING 5-YEAR PERIOD, AS THE CASE MAY BE, OR PROOF OF ELIGIBILITY TO RECEIVE INCENTIVE/SERVICE RECOGNITION
<i>FOR GENERAL CLAIMS</i>		
4.		LOYALTY CASH AWARD/ INCENTIVE/ SERVICE RECOGNITION AWARD PAYROLL
5.		PAYROLL REGISTER
6.		LETTER TO BANK REQUESTING TO CREDIT EMPLOYEES' ACCOUNT TO THEIR PIB CLAIMS
7.		VALIDATED DEPOSITS SLIPS/LDDAP-ADA, if applicable

<b>MID-YEAR/YEAR-END BONUS (YEB) AND CASH GIFT (CG)</b>		
<i>FOR INDIVIDUAL CLAIMS</i>		
1.		CLEARANCE FROM MONEY, PROPERTY AND LEGAL ACCOUNTABILITIES (RETIREE)
2.		CERTIFICATE OF ASSUMPTION TO OFFICE ( FOR NEW EMPLOYEE/ TRANSFEREE)
3.		CERTIFICATE OF NON-PAYMENT FROM PREVIOUS AGENCY ( FOR TRANSFEREE)
<i>FOR GENERAL CLAIMS</i>		
4.		BONUS AND/OR CG PAYROLL
5.		PAYROLL REGISTER
6.		LETTER TO BANK REQUESTING TO CREDIT EMPLOYEES' ACCOUNT TO THEIR PIB CLAIMS
7.		VALIDATED DEPOSITS SLIPS/LDDAP-ADA, if applicable

<b>MONETIZATION OF LEAVE CREDITS</b>	
1.	APPROVED LEAVE APPLICATION WITH LEAVE CREDIT BALANCE CERTIFIED BY THE HUMAN RESOURCE OFFICE
2.	REQUEST FOR MONETIZATION OF LEAVE COVERING MORE THAN TEN DAYS DULY APPROVED BY THE HEAD OF AGENCY
3.	FOR MONETIZATION OF 50% OR MORE: ~CLINICAL ABSTRACT/MEDICAL PROCEDURES TO BE UNDERTAKEN IN CASE OF HEALTH, MEDICAL AND HOSPITAL NEEDS ~BARANGAY CERTIFICATION ON CASE OF NEED FOR FINANCIAL ASSISTANCE BROUGHT BY CALAMITIES, TYPHOONS, FIRE, ETC. ~ JUSTIFICATION ON FINANCIAL NEEDS FOR THE EDUCATION OF EMPLOYEE OR CHILDREN

<b>OVERTIME PAY</b>	
1.	OVERTIME AUTHORITY STATING THE NECESSITY AND URGENCY OF THE WORK TO BE DONE, NAMES OF PERSONNEL, THE PURPOSE OF EXPECTED OUTPUTS, SPECIFIC PERIOD OF SUCH SERVICES AND THE MANNER OF COMPENSATING THE SAME i.e. COMPENSATORY TIME OFF OR PAID IN CASH
2.	OVERTIME WORK PROGRAM
3.	QUANTIFIED OVERTIME ACCOMPLISHMENT DULY SIGNED BY THE EMPLOYEE AND SUPERVISOR
4.	CERTIFICATE OF SERVICE OR DULY APPROVED DTR

<b>PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)</b>	
1.	PROOF OF ELIGIBILITY TO RECEIVE PRAISE AWARD IN ACCORDANCE WITH CSC MEMORANDUM CIRCULAR NO. 01-2001 DATED JANUARY 26, 2001 AND ANY FUTURE AMENDMENTS THEREOF
2.	APPROVED PAYROLL

<b>PRODUCTIVITY INCENTIVE BONUS (PIB) OR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)</b>	
<b>FOR INDIVIDUAL CLAIMS</b>	
1.	CERTIFICATION THAT THE PERFORMANCE RATINGS FOR TWO SEMESTERS GIVEN TO THE PERSONNEL OF THE CONCERNED DIVISION/OFFICE ARE AT LEAST SATISFACTORY
2.	CERTIFICATION FROM THE LEGAL OFFICE THAT THE EMPLOYEE HAS NO ADMINISTRATIVE CHARGE
<b>FOR GENERAL CLAIMS</b>	
3.	PIB PAYROLL
4.	LIST OF PERSONNEL DISMISSED WITHIN THE YEAR
5.	LIST OF PERSONNEL ON ABSENT WITHOUT OFFICIAL LEAVE (AWOL)
	CERTIFICATION THAT THE PERFORMANCE RATINGS FOR TWO SEMESTERS GIVEN TO THE PERSONNEL OF THE CONCERNED DIVISION/OFFICE ARE AT LEAST SATISFACTORY
6.	PAYROLL REGISTER
7.	LETTER TO BANK REQUESTING TO CREDIT EMPLOYEES' ACCOUNT TO THEIR PIB CLAIMS
8.	VALIDATED DEPOSITS SLIPS/LDDAP-ADA, if applicable

<b>REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA)</b>	
1.	COPY OF APPOINTMENT/OFFICE ORDER (1ST PAYMENT)
2.	CERTIFICATE OF ASSUMPTION (1ST PAYMENT)
3.	CERTIFICATE OR EVIDENCE OF SERVICE RENDERED OR APPROVED DTR
4.	CERTIFICATION THAT THE OFFICIAL/ EMPLOYEE DID NOT USE GOVERNMENT VEHICLE
5.	CERTIFICATION ON THE ACTUAL INCURRENCE OF RATA (FOR THOSE WITH AUTHORIZED MONTHLY COMMUTABLE REPRESENTATION AND TRANSPORTATION ALLOWANCE)

<b>RETIREMENT BENEFITS</b>
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1.	UPDATED SERVICE RECORD INDICATING THE NUMBER OF DAYS ON LEAVE WITHOUT PAY AND/ OR CERTIFICATION ISSUED BY THE HUMAN RESOURCE OFFICE/UNIT THAT THE RETIREE DID NOT INCUR ANY LEAVE OF ABSENCE WITHOUT PAY
2.	RETIREMENT APPLICATION
3.	OFFICE CLEARANCE FROM MONEY/PROPERTY ACCOUNTABILITY AND ADMINISTRATIVE/ CRIMINAL LIABILITY
4.	STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
5.	RETIREMENT GRATUITY COMPUTATION
6.	CERTIFICATE FROM THE OFFICE OF THE OMBUDSMAN INDICATION WHETHER OR NOT THE RETIREE HAS A PENDING CRIMINAL PR ADMINISTRATIVE CASE
7.	AFFIDAVIT OF UNDERTAKING WITH AUTHORITY TO DEDUCT ACCOUNTABILITIES
8.	AFFIDAVIT OF APPLICANT THAT THERE IS NO PENDING CRIMINAL INVESTIGATION OR PROSECUTION AGAINST HIM/HER.
<b>ADDITIONAL REQUIREMENT IN CASE OF RESIGNATION</b>	
9.	EMPLOYEE'S LETTER OF RESIGNATION DULY ACCEPTED BY THE AGENCY HEAD
<b>ADDITIONAL REQUIREMENTS IN CASE OF DEATH</b>	
9.	DEATH CERTIFICATE ISSUED BY PSA
10.	MARRIAGE CERTIFICATE ISSUED BY PSA
11.	BIRTH CERTIFICATES OF ALL SURVIVING LEGAL HEIRS ISSUED BY PSA
12.	WAIVER OF RIGHTS OF CHILDREN 18 YEARS OLD AND ABOVE, if applicable
13.	DESIGNATION OF NEXT-OF-KIN
14.	AFFIDAVIT OF TWO DISINTERESTED PARTIES THAT THE DECEASED IS SURVIVED BY LEGITIMATE AND ILLEGITIMATE CHILDREN (if any), NATURAL, ADOPTED OR CHILDREN OF PRIOR MARRIAGE.

<b>TERMINAL LEAVE BENEFITS</b>	
1.	AGENCY CLEARANCE FROM MONEY, PROPERTY AND LEGAL ACCOUNTABILITY FROM THE CENTRAL OFFICE AND/OR FROM REGIONAL OFFICE OF LAST ASSIGNMENT
2.	OMBUDSMAN CLEARANCE
3.	CERTIFIED PHOTOCOPY OF EMPLOYEES LEAVE CARD WITH COMPUTED LEAVE CREDITS AS AT LAST DATE OF SERVICES BY THE PERSONNEL DIVISION/UNIT/OFFICE/ADMIN/ HUMAN RESOURCE OFFICE/UNIT
4.	APPROVED LEAVE APPLICATION
5.	COMPLETE SERVICE RECORD
6.	STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
7.	CERTIFIED PHOTOCOPY OF APPOINTMENT/ NOSA SHOWING THE HIGHEST SALARY RECEIVED IF THE SALARY UNDER THE LAST APPOINTMENT IS NOT THE HIGHEST.
8.	COMPUTATION OF TERMINAL LEAVE BENEFITS DULY SIGNED/ CERTIFIED BY THE CHIEF ACCOUNTANT
9.	APPLICANT'S AUTHORIZATION (in affidavit form) TO DEDUCT ALL FINANCIAL OBLIGATIONS WITH THE EMPLOYER/AGENCY
<b>ADDITIONAL REQUIREMENT IN CASE OF RESIGNATION</b>	
10.	EMPLOYEE'S LETTER OF RESIGNATION DULY ACCEPTED BY THE HEAD OF THE AGENCY
<b>ADDITIONAL REQUIREMENTS IN CASE OF DEATH</b>	
10.	DEATH CERTIFICATE ISSUED BY PSA
11.	MARRIAGE CERTIFICATE ISSUED BY PSA
12.	BIRTH CERTIFICATES OF ALL SURVIVING LEGAL HEIRS ISSUED BY PSA
13.	DESIGNATION OF NEXT-OF-KIN
14.	WAIVER OF RIGHTS OF CHILDREN 18 YEARS OLD AND ABOVE, if applicable

# INFRASTRUCTURE PROJECTS

## FOR ALL TYPES OF PROCUREMENT

		CERTIFIED COPY OF THE PAGE OF THE APPROVED APP OR SUPPLEMENTAL APP WHERE THE PARTICULAR GOODS AND/OR INFRASTRUCTURE PROJECTS SUBJECT OF PAYMENT IS INDICATED
		CERTIFIED COPY OF THE SUBMITTED CONTRACT OR PURCHASE ORDER STAMPED "RECEIVED" BY COA ( <i>should furnished copy of contract to Auditor within 5 working days from the execution of contract</i> )
		DOCUMENTARY REQUIREMENTS REQUIRED BY COA CIRCULAR NO. 2009-002 DATED FEBRUARY 12, 2009 AND COA MEMORANDUM NO. 2005-027 DATED FEBRUARY 28, 2005 (ANNEX A-T) AND ANY FUTURE AMENDMENTS THEREOF
		LETTER REQUEST FOR PAYMENT FROM CONTRACTOR/SUPPLIER

### ADVANCE PAYMENT FOR MOBILIZATION COST

1.		IRREVOCABLE STANDBY LETTER OF CREDIT/ SECURITY BOND/ BANK GUARANTEE
2.		NOTICE OF AWARD
3.		NOTICE TO PROCEED

### PROGRESS PAYMENT

1.		STATEMENT OF WORK ACCOMPLISHED ( SWA)
2.		PROGRESS BILLING STATEMENT
3.		INSPECTION REPORT BY THE AGENCY'S AUTHORIZED ENGINEER
4.		RESULT OF TEST ANALYSIS, if applicable
5.		CONTRACTOR'S AFFIDAVIT ON PAYMENT OF LABORERS AND MATERIALS
6.		PICTURES/GEOTAGGED PHOTOS, BEFORE, DURING AND AFTER CONSTRUCTION OF ITEMS OF WORK ESPECIALLY THE EMBEDDED ITEMS
7.		CERTIFICATE OF PERCENTAGE OF COMPLETION

### FINAL PAYMENT

1.		AS-BUILT PLANS
2.		FINAL SWA
3.		WARRANTY SECURITY
4.		COPY OF TURN-OVER DOCUMENTS/TRANSFER OF PROJECT AND FACILITES SUCH AS MOTOR VEHICLES, LAPTOPS, AND OTHER EQUIPMENT AND FURNITURE INCLUDED IN THE CONTRACT TO CONCERN GOVERNMENT AGENCY
5.		CERTIFICATION OF AGENCY BY THE AGENCY
6.		FINAL INSPECTION REPORT OF THE AGENCY'S AUTHORIZED ENGINEERS AND/ OR INSPECTORATE TEAM
7.		STATEMENT OF TIME ELAPSED
8.		PICTURES/ GEOTAGGED PHOTOS BEFORE, DURING AND AFTER CONSTRUCTION OF ITEMS OF WORK ESPECIALLY THE EMBEDDED ITEMS

### RELEASE OF RETENTION MONEY

1.		WARRANTY SECURITY IN FORM OF CASH, BANK GUARANTEE, IRREVOCABLE STANDBY LETTER OF CREDIT FROM A COMMERCIAL BANK, GSIS OR SURETY BOND CALLABLE ON DEMAND
2.		CERTIFICATION FROM THE END-USER THAT THE PROJECT IS COMPLETED, INSPECTED AND ACCEPTED

### VARIATION ORDER (COA Circular 2009-001)

1.		COPY OF THE APPROVED CHANGE ORDER (C.O/ EXTRA WORK ORDER (EWO)
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2.		COPY OF THE APPROVED ORIGINAL CONTRACT
3.		COPY OF THE APPROVED ORIGINAL PLAN INDICATION THE AFFECTED PORTION(S) OF THE PROJECT AND DULY APPROVED REVISED PLANS AND SPECIFICATIONS (if applicable, indicating the changes made which shall be color-coded)
4.		COPY OF THE AGENCY'S REPORT ESTABLISHING THE NECESSITY/JUSTIFICATION(S) FOR THE NEED OF SUCH CO AND/OR EWO (includes computation as to quantities of the additional works, date of inspection and result of such inspection and detailed estimate of unit cost of such items of work for new unit costs)
5.		COPY OF APPROVED/ REVISED PERT/CPM NETWORK DIAGRAM WHICH SHALL BE COLOR CODED, REFLECTING THE EFFECT OF ADDITIONAL/DEDUCTIVE TIME FOR THE SUBJECT CO/ EWO
6.		COPY OF THE APPROVED DETAILED BREAKDOWN OF CONTRACT COST FOR THE ORIGINAL CONTRACT
7.		COPY OF THE APPROVED DETAILED BREAKDOWN OF CONTRACT COST FOR THE VARIATION ORDER
8.		COPY OF THE NOTICE TO PROCEED INDICATING THE DATE OF RECEIPT BY THE CONTRACTOR
		COPY OF COA TECHNICAL EVALUATION REPORT FOR THE ORIGINAL CONTRACT
9.		ADDITIONAL PERFORMANCE SECURITY IN THE PRESCRIBE FROM AND AMOUNT IF VARIATION ORDERS EXCEEDS 10% OF THE ORINAL CONTRACT COST
10.		IF THE VARIATION ORDER TO BE REVIEWED IS NOT 1st VARIATION ORDER, ALL OF THE ABOVE REQUIREMENTS FOR ALL PREVIOUSLY APPROVED VO, IF NOT YET REVIEWED, OTHERWISE. COPY OF TECHNICAL, COPY OF COA TECHNICAL EVALUATION REPORT FOR THE PREVIOUSLY APPROVED VARIATION ORDERS

## PURCHASE OF GOODS

### FOR ALL TYPES OF PROCUREMENT

	CERTIFIED COPY OF THE PAGE OF THE APPROVED APP OR SUPPLEMENTAL APP WHERE THE PARTICULAR GOODS AND/OR INFRASTRUCTURE PROJECTS SUBJECT OF PAYMENT IS INDICATED
	CERTIFIED COPY OF THE SUBMITTED CONTRACT OR PURCHASE ORDER STAMPED "RECEIVED" BY COA ( <i>should furnished copy of contract to Auditor within 5 working days from the execution of contract</i> )
	DOCUMENTARY REQUIREMENTS REQUIRED BY COA CIRCULAR NO. 2009-002 DATED FEBRUARY 12, 2009 AND COA MEMORANDUM NO. 2005-027 DATED FEBRUARY 28, 2005 (ANNEX A-T) AND ANY FUTURE AMENDMENTS THEREOF
	LETTER REQUEST FOR PAYMENT FROM CONTRACTOR/SUPPLIER

### GOODS (SUPPLIES, MATERIALS, EQUIPMENT AND MOTOR VEHICLES)

1.	Agency Procurement Request (APR) showing that the items are not available at PS-DBM, if applicable
2.	PURCHASE REQUEST/ PURCHASE REQUISITION
3.	REQUISITION AND ISSUE SLIP
4.	PRICE QUOTATIONS FROM ATLEAST 3 BONAFIDE SUPPLIERS
5.	ABSTRACT OF CANVASS
6.	BAC RESOLUTION
7.	BUSINESS PERMIT AND PHILGEPS REGISTRATION NO.
8.	PURCHASE ORDER
9.	ORIGINAL COPY OF DELIVERY RECEIPT/ DELIVERY INVOICE/ CHARGE INVOICE <i>(showing the quantity, description of the articles, unit and total value duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered.)</i>
10.	RESULTS OF TEST ANALYSIS, if applicable
11.	TAX RECEIPTS FROM THE BUREAU OF CUSTOMS OR THE BIR INDICATING THE EXACT SPECIFICATION AND/OR SERIAL NUMBER OF THE EQUIPMENT PROCUREMENT BY THE GOVERNMENT AS PROOF OF PAYMENT OF ALL TAXES AND DUTIES DUE ON THE SAME EQUIPMENT, SUPPLIED OR SOLD TO THE GOVERNMENT
12.	INSPECTION AND ACCEPTANCE REPORT
13.	PROPERTY ACKNOWLEDGEMENT REPORT RECEIPT (for equipments 50k and above), INVENTORY CUSTODIAN SLIP ( for semi-expendable items)
14.	WARRANTY SECURITY FOR A MINIMUM PERIOD OF THREE MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF 1 YEAR IN THE CASE OF SEMI-/NON-EXPENDABLE SUPPLIES, AFTER ACCEPTENCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES
15.	ORIGINAL COPY OF DEALERS/SUPPLIERS' INVOICES SHOWING THE QUANTITY, DESCRIPTION OF THE ARTICLES, UNIT AND TOTAL VALUE, DULY SIGNED BY THE DEALER OR HIS AUTHORIZED REPRESENTATIVE
16.	BIR FORM 2306 (must be signed/received by the supplier)

### GOODS (DRUGS AND MEDICINES)

1.	PURCHASE REQUEST
2.	REQUISITION AND ISSUE SLIP (RIS), must be signed by the supplier officer and requestor
3.	ATLEAST 3 PRICE QUOTATIONS FROM BONAFIDE SUPPLIERS
4.	ABSTRACT OF CANVASS
5.	BAC RESOLUTION
6.	BUSINESS PERMIT AND PHILGEPS REGISTRATION NO.
7.	PURCHASE ORDER

8.	ORIGINAL COPY OF DELIVERY RECEIPT/ DELIVERY INVOICE/ CHARGE INVOICE ( BEARING LOT NOS. AND EXPIRY DATES OF THE DRUGS AND MEDICINES)
9.	RESULTS OF TEST ANALYSIS, if applicable
10.	TAX RECEIPTS FROM THE BUREAU OF CUSTOMS OR THE BIR INDICATING THE EXACT SPECIFICATION AND/OR SERIAL NUMBER OF THE EQUIPMENT PROCUREMENT BY THE GOVERNMENT AS PROOF OF PAYMENT OF ALL TAXES AND DUTIES DUE ON THE SAME EQUIPMENT , SUPPLIED OR SOLD TO THE GOVERNMENT
11.	INSPECTION AND ACCEPTANCE REPORT
12.	ORIGINAL COPY OF DEALERS/SUPPLIERS' INVOICES ( BEARING LOT NOS. AND EXPIRY DATES OF THE DRUGS AND MEDICINES)
13.	CERTIFICATE OF PRODUCT REGISTRATION FROM FDA
14.	CERTIFICATE OF GOOD MANUFACTURING PRACTICES FROM FDA
15.	BATCH RELEASE CERTIFICATE FROM FDA
16.	IF THE SUPPLIER IS NOT THE MANUFACTURER, CERTIFICATION FROM THE MANUFACTURER THAT THE SUPPLIER IS AN AUTHORIZED DISTRIBUTOR/ DEALER OF THE PRODUCTS/ITEMS
17.	LICENSE TO OPERATE FROM FDA WITH LIST OF SOURCES (WHETHER IT IS A MANUFACTURER, IMPORTER, SELLER, DISTRIBUTOR)
18.	CERTIFICATION BY THE MEDICAL OFFICER THAT MEDICINES AND DRUGS REQUISITIONED IS INCLUDED IN THE PNDP CURRENT EDITION
19.	BIR FORM 2306 (must be signed/received by the supplier)



## REPAIRS

<b>REPAIR AND MAINTENANCE OF AIRCRAFTS, WATERCRAFTS, EQUIPMENT AND MOTOR VEHICLE</b>		
1.		PURCHASE REQUEST/ PURCHASE REQUISITION
2.		REQUISITION AND ISSUE SLIP
3.		PRICE QUOTATIONS FROM ALTEAST 3 BONAFIDE SUPPLIERS
4.		ABSTRACT OF CANVASS
5.		BAC RESOLUTION
6.		BUSINESS PERMIT AND PHILGEPS REGISTRATION NO.
7.		PURCHASE ORDER
8.		BILLS/ INVOICES
9.		PRE-REPAIR INSPECTION REPORT
10.		POST-REPAIR INSPECTION REPORT
11.		REPAIR HISTORY OF PROPERTY
12.		WASTE MATERIALS REPORT, if applicable
13.		WARRANTY CERTIFICATE
14.		CERTIFICATE OF ACCEPTANCE

<b>MINOR REPAIR (BUILDINGS AND OTHER STRUCTURE)</b>		
1.		PURCHASE REQUEST
2.		REQUISITION AND ISSUE SLIP
3.		PRICE QUOTATIONS FROM ALTEAST 3 BONAFIDE SUPPLIERS
4.		ABSTRACT OF CANVASS
5.		BAC RESOLUTION
6.		BUSINESS PERMIT AND PHILGEPS REGISTRATION NO.
7.		PURCHASE ORDER
8.		PROGRAM OF WORKS
9.		BILL OF MATERIALS
10.		PRE-REPAIR INSPECTION REPORT
11.		POST-REPAIR INSPECTION REPORT
12.		PICTURE (BEFORE REPAIR, DURING REPAIR AND AFTER REPAIR)
13.		CERTIFICATE OF COMPLETION AND ACCEPTANCE