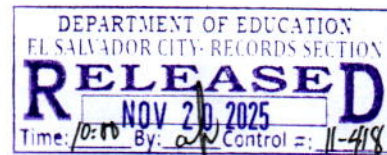




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



November 20, 2025

DIVISION MEMORANDUM
NO. 418, s. 2025

UPDATED DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT
TRANSACTIONS

To: Assistant Schools Division Superintendent
All Public Elementary School Heads
All Public Secondary School Heads
Section Heads
All Others Concerned

1. This Memorandum is issued to reiterate and provide comprehensive guidance on the proper observance of documentary requirements for common government transactions. It is based on the provisions of **Commission on Audit (COA) Circular No. 2012-001, dated June 14, 2012**, entitled **"Prescribing Documentary Requirements for Common Government Transactions"**, and incorporates subsequent issuances, updates, and clarifications from the **Department of Education (DepEd)**, the **Department of Budget and Management (DBM)**, and other relevant government agencies.
2. The purpose of this Memorandum is to guide all personnel in strictly complying with the documentary requirements prescribed by COA and other relevant issuances, to facilitate the proper processing, evaluation, approval, and recording of all common government transactions. By following these requirements, offices can ensure transparency, accuracy, and accountability in the management of public funds and resources.
3. Personnel responsible for the preparation, submission, and review of financial and administrative documents are expected to exercise thoroughness and due diligence. They must ensure that all required documents are accurately prepared, properly signed, duly authorized, and compliant with applicable rules and regulations. Section heads are likewise expected to verify compliance before any payment is made.
5. Failure to comply with the prescribed documentary requirements may result in delays, disallowances, or administrative accountability.
6. Checklist of documentary requirements for common government transactions is attached to this Memorandum for reference and guidance. Personnel are advised to refer to the checklist before processing any transaction.
7. All division related issuances which are inconsistent with the provisions of this Memorandum are hereby repealed and modified.



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8. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

9. For information, guidance, and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated

Reference: COA CIRCULAR 2012-001, DBM CIRCULAR 2024-02, D.O NO. 2025-14

To be indicated in the Perpetual Index
under the following subjects:

ATTACHMENTS
CHECKLIST

RE: UPDATED DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT TRANSACTIONS

ACCOUNTING/cda



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

Attached? (✓/X)	Checklist of Documentary Requirements for Cash Advance
	IN CASE OF TRAVEL
	1. DISBURSMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. AUTHORITY TO TRAVEL/ TRAVEL ORDER
	2. DULY APPROVED ESTIMATED ITINERARY OF TRAVEL
	3. MEMORANDUM, LETTER, ORDER, INVITATION OR OTHER COMMUNICATION RELEVANT TO THE DEPED OR NON-DEPED ACTIVITY/ EVENT INDICATING THAT THE REQUESTING OFFICIAL OR EMPLOYEE IS BEING INVITED AS A PARTICIPANT, GUEST, RESOURCE PERSON, LECTURER OR VISITOR
	4. CERTIFICATION FROM THE ACCOUNTANT THAT THE PREVIOUS CASH ADVANCE HAS BEEN LIQUIDATED AND ACCOUNTED FOR IN THE BOOKS
	IN CASE OF CASH ADVANCE THROUGH DISBURSING OFFICER
	1. DISBURSMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. PAYROLL (if applicable)
	4. ACTIVITY DESIGN (if applicable)
	5. MEMORANDUM (if applicable)
	6. CERTIFICATION FROM THE ACCOUNTANT THAT THE PREVIOUS CASH ADVANCE HAS BEEN LIQUIDATED AND ACCOUNTED FOR IN THE BOOKS
	IN CASE OF CASH ADVANCE OF SCHOOL FUND
	1. LETTER REQUEST
	2. CERTIFICATION FROM THE ACCOUNTANT THAT THE PREVIOUS CASH ADVANCE OF THE SAME PURPOSE HAS BEEN LIQUIDATED AND ACCOUNTED FOR IN THE BOOKS
PAYEE:	
REMARKS:	



Republic of the Philippines
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REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attached? (✓/X)	Checklist of Documentary Requirements for Reimbursement of Communication Expenses
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. STATEMENT OF ACCOUNT/ BILL
	4. INVOICE/OFFICIAL RECEIPT OR MACHINE VALIDATED STATEMENT OF ACCOUNT/ BILL OR COLLECTION AND ACKNOWLEDGEMENT RECEIPTS
N/A	5. 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. <i>(if applicable)</i>
	ADDITIONAL ATTACHMENTS (D.O 14, S. 2025)
	6. CERTIFICATION THAT INDICATES THE ACTUAL NUMBER OF DAYS OF WORK PERFORMANCE IN A MONTH AND AFFIRMS THAT THE COMMUNICATION EXPENSES INCURRED WERE OFFICIAL IN NATURE AND NECESSARY FOR THE PERFORMANCE OF DUTIES AND RESPONSIBILITIES
	7. DULY SIGNED DTR <i>(except for officials not required for biometrics)</i>
	ADDITIONAL ATTACHMENTS (DBM CIRCULAR 2024-2)
	8. SELF-CERTIFICATION THAT THE COMMUNICATION EXPENSES INCURRED WERE OFFICIAL IN NATURE AND NECESSARY TO THE PERFORMANCE OF OFFICIAL DUTIES AND RESPONSIBILITIES NOTED BY THE IMMEDIATE SUPERVISOR (SAMPLE SELF-CERT. ATTACHED TO DBM CIRC. 2024-2)
PAYEE:	
REMARKS:	



Republic of the Philippines
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Attached? (✓/X)	Checklist of Documentary Requirements for the Liquidation of Cash Advance of Petty Cash Fund
	1. SUMMARY OF PETTY CASH VOUCHERS
	2. REPORT OF DISBURSEMENTS
	3. PETTY CASH REPLENISHMENT REPORT\
	4. APPROVED PURCHASE REQUEST WITH CERTIFICATE OF EMERGENCY REQUEST, <i>if necessary</i>
	5. BILLS, RECEIPTS, SALES INVOICES
	6. CERTIFICATE OF INSPECTION AND ACCEPTANCE
	7. REPORT OF WASTE MATERIALS, <i>in case of replacement/repair</i>
	8. APPROVED TRIP TICKET, for gasoline expenses
	9. CANVASS FROM ATLEAST 3 SUPPLIERS FOR PURCHASES INVOLVING 1000 AND ABOVE, <i>except for for purchases made while on official travel</i>
	10. SUMMARY / ABSTRACT OF CANVASS
	11. PETTY CASH VOUCHERS DULY ACCOMPLISHED AND SIGNED
	12. OR/ INVOICE IN CASE OF REFUND
	13. FOR REIMBURSEMENT OF TOLL RECEIPTS A. TOLL RECEIPTS B. TRIP TICKETS
	14. SUCH OTHER SUPPORTING DOCUMENTS THAT MAY BE REQUIRED AND/OR REQUIRED UNDER THE COMPANY POLICY DEPENDING ON THE NATURE OF EXPENSES
PAYEE:	
REMARKS:	



Republic of the Philippines
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Attached? (✓/X)	Checklist of Documentary Requirements for the Payment of Provident Loan
	1. DISBURSEMENT VOUCHER
	2. PAYROLL (if 2 or more borrowers)
	3. LOAN APPLICATION FORM (LAF)
	4. AUTHORIZATION TO DEDUCT
	5. LATEST COPY OF PAYSIP
	6. PHOTOCOPY OF DEPED ID
	7. APPROVED APOINTMENT (1ST TIME BORROWERS AND CO-TERMINUS EMPLOYEE ONLY)
	8. DOCUMENT SHOWING PROOF THAT THE CO-TERMINUS EMPLOYEE HAS RENDERED ATLEAST 2 YEARS SERVUCE IN DEPED)
	9. FOR ADDITIONAL LOAN OR EMERGENCY LOAN: LETTER REQUEST, PROOF OF HOSPITALIZATION/ MEDICAL EXPENSES, AND THE LIKE
BORROWER:	
REMARKS:	



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Attached? (✓/X)	Checklist of Documentary Requirements for the Payment of Supplies (Shopping)
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. ACTIVITY REQUEST (if applicable)
	4. AGENCY PROCUREMENT REQUEST (APR) RECEIVED BY PS-DBM / CERTIFICATE OF NON-AVAILABILITY OF STOCKS (CNAS)
	5. ATTACH PHILGEPS POSTING FOR ABC ABOVE 50K
	6. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS SPACE FOR ABC ABOVE 50K
	7. APPROVED APP
	8. PURCHASE REQUEST
	9. REQUISITION AND ISSUE SLIP (RIS)
	10. PRICE QUOTATIONS FROM ATLEAST THREE BONAFIDE AND REPUTABLE MANUFACTURERS / SUPPLIERS / DISTRIBUTORS
	11. ABSTRACT OF CANVASS
	12. BAC RESOLUTION
	13. PURCHASE ORDER / LETTER ORDER/CONTRACT - DULY APPROVED BY THE OFFICIAL CONCERNED AND ACCEPTED BY THE SUPPLIER (DATE OF ACCEPTANCE MUST BE CLEARLY INDICATED) -RECEIVED BY THE OFFICE OF THE AUDITOR WITHIN 5 WORKING DAYS FROM THE EXECUTION OF CONTRACT
	14. NOTICE OF AWARD
	15. ORIGINAL COPY OF THE DELIVERY INVOICE SHOWING THE QUANTITY, DESCRIPTION OF THE ARTICLES, UNIT AND TOTAL VALUE, DULY SIGNED BY THE DEALER OR HIS AUTHORIZED REPRESENTATIVE AND INDICATING RECEIPT BY THE PROPER AGENCY OFFICIAL OF ITEMS DELIVERED
	16. INSPECTION AND ACCEPTANCE REPORT
	17. WARRANTY CERTIFICATE (FOR SEMI-ENPENDABLE ITEMS- MINIMUM 3 MONTHS), if applicable
	18. DISTRIBUTION LIST (if applicable)
	19. ACTUAL PICTURE OF THE ITEMS (must not from the internet)
	20. BIR FORM 2307
	ADDITIONAL ATTACHMENTS AS PER AOM 2024-002 (2023)
	21. BUSINESS PERMIT/ MAYOR'S PERMIT
	22. PHILGEPS REGISTRATION
	23. NOTARIZED OMNIBUS SWORN STATEMENT FOR ABC's ABOVE 50K (APPLICABLE TO SVP)
	24. INCOME/BUSINESS TAX RETURN (FOR ABCs ABOVE 500K)
NAME/SUPPLIER: _____	
REMARKS: _____	



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Attached? (✓/X)	Checklist of Documentary Requirements for the Payment of Venue, Accommodation for Seminar /Workshop and Other Small Value Procurement
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. ACTIVITY REQUEST (if applicable)
	4. APPROVED ACTIVITY DESIGN
	5. IF MORE THAN PHP 50,000.00, ATTACH PHILGEPS POSTING
	6. CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS SPACE FOR ABC ABOVE 50K
	6. APPROVED APP
	7. PURCHASE REQUEST
	8. REQUISITION AND ISSUE SLIP (RIS)
	9. PRICE QUOTATIONS FROM ATLEAST THREE BONAFIDE AND REPUTABLE MANUFACTURERS / SUPPLIERS / DISTRIBUTORS
	10. ABSTRACT OF CANVASS
	11. BAC RESOLUTION
	12. PURCHASE ORDER / LETTER ORDER/CONTRACT - DULY APPROVED BY THE OFFICIAL CONCERNED AND ACCEPTED BY THE SUPPLIER (DATE OF ACCEPTANCE MUST BE CLEARLY INDICATED) -RECEIVED BY THE OFFICE OF THE AUDITOR WITHIN 5 WORKING DAYS FROM THE EXECUTION OF CONTRACT
	13. NOTICE OF AWARD
	14. ORIGINAL COPY OF THE DELIVERY INVOICE SHOWING THE QUANTITY, DESCRIPTION OF THE ARTICLES, UNIT AND TOTAL VALUE, DULY SIGNED BY THE DEALER OR HIS AUTHORIZED REPRESENTATIVE AND INDICATING RECEIPT BY THE PROPER AGENCY OFFICIAL OF ITEMS DELIVERED
	15. INSPECTION AND ACCEPTANCE REPORT
	16. MENU
	17. DISTRIBUTION LIST (for the procurement of supplies, if applicable)
	18. INVENTORY CUSTODIAN SLIP (for the procurement of supplies, if applicable)
	19. ACTUAL PICTURE OF THE ITEMS / FOODS (It must not be taken from the internet and must coincide with the menu)
	20. MEMORANDUM, if any
	21. ATTENDANCE (strictly the identified personnel only)
	22. BIR FORM 2307
	ADDITIONAL ATTACHMENTS AS PER AOM 2024-002 (2023)
	23. BUSINESS PERMIT
	24. PHILGEPS REGISTRATION
	25. NOTARIZED OMNIBUS SWORN STATEMENT (for ABC's above 50K)
	26. INCOME/BUSINESS TAX RETURN (FOR ABCs ABOVE 500K)
	NAME/SUPPLIER: _____
	REMARKS: _____



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Attached? (✓/X)	Checklist of Documentary Requirements for the Payment of Honoraria of Resource Person
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. OFFICE ORDER
	4. COORDINATOR'S REPORT ON LECTURE'S SCHEDULE
	5. COURSE OUTLINE/ PROGRAM OF LECTURES
	6. DULY APPROVED DTR (in case of claims by the coordinator and facilitator)
	7. PAYROLL- computation must be based on DBM Circular 2007-1 (if applicable)-
	ADDITIONAL ATTACHMENTS (as per AOM No. 2020-03 (2019))
	8. PROGRAM OF THE SEMINAR
	9. NUMBER OF HOURS AND TOPIC DISCUSSED BY RESOURCE SPEAKERS
	10. SPEAKERS CURRICULUM VITAE
	11. RESOURCE SPEAKER EVALUATION FORM(QAME)
PAYEE:	
REMARKS:	



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Attached? (✓/X)	Checklist of Documentary Requirements for the Payment of Utilities
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. STATEMENT OF ACCOUNT/ BILL (for pre-audit purposes)
	4. BIR FORM 2307 (if applicable)
	4. INVOICE OR MACHINE VALIDATED STATEMENT OF ACCOUNT/ BILL (for post-audit purposes)
PAYEE: _____	
REMARKS: _____	



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Attached? (✓/X)	Checklist of Documentary Requirements for the Liquidation / Reimbursement of Travel Expenses
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. TRAVEL ORDER/AUTHORITY TO TRAVEL/LOCATOR SLIP <i>(whichever is applicable)</i>
	4. PAPER/ELECTRONIC PLANE, BOAT OR BUS TICKETS, BOARDING PASS, TERMINAL FEE
	5. CERTIFICATE OF APPEARANCE/ ATTENDANCE
	6. COPY OF PREVIOUSLY APPROVED ITINERARY OF TRAVEL <i>(in case of cash advance)</i>
	7. REVISED OR SUPPLEMENTAL OFFICE ORDER OR ANY PROOF SUPPORTING THE CHANGE OF SCHEDULE
	8. REVISED ITINERARY OF TRAVEL, IF THE APPROVED ESTIMATED ITINERARY OF TRAVEL WAS NOT FOLLOWED <i>(in case of cash advance)</i>
	9. MEMORANDUM, LETTER, ORDER, INVITATION OR OTHER COMMUNICATION RELEVANT TO THE DEPED OR NON-DEPED ACTIVITY/ EVENT INDICATION THAT THE REQUESTING OFFICIAL OR EMPLOYEE IS BEING INVITED AS A PARTICIPANT, GUEST, RESOURCE PERSON, LECTURER OR VISITOR <i>(D.O. 22, s. 2019)</i>
	10. CERTIFICATION BY THE HEAD OF AGENCY AS TO THE ABSOLUTE NECESSITY OF THE EXPENSES TOGETHER WITH THE CORRESPONDING BILLS OR RECEIPT <i>(if the expenses incurred exceeded the prescribe rate per day)</i>
	11. LIQUIDATION REPORT <i>(in case of cash advance)</i>
	12. OFFICIAL RECEIPT IN CASE OF REFUND OF EXCESS CASH ADVANCE <i>(in case of cash advance)</i>
	13. CERTIFICATE OF TRAVEL COMPLETED
	14. CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPT <i>(for expenses not exceeding P300 wherein the service provider does not issue an official receipt or invoice)</i>
	15. HOTEL BILLS WITH INVOICE <i>(in case of official travel to places within 50KM, to prove that the official or employee stayed in the place of assignment for the whole duration of the travel or in case if the expenses incurred exceeded the prescribe rate per day)</i>
	NOTE: INVOICE IS REQUIRED FOR EXPENSES 300 PESOS AND ABOVE
PAYEE:	_____
REMARKS:	_____



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Attached? (✓ / X)	Checklist of Documentary Requirements for the Payment of Loyalty Cash Award/ Incentive
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. SERVICE RECORD
	4. CERTIFICATE OF NON-PAYMENT FROM PREVIOUS OFFICE (for transferees)
	5. CERTIFICATION FROM HRMO THAT THE CLAIMANT HAS NOT INCURRED MORE THAN 50-DAYS AUTHORIZED VACATION LEAVE WITHOUT PAY WITHIN THE 10-YEAR PERIOD OR AGGREGATE OF MORE THAN 25 DAYS AUTHORIZED VACATION LEAVE WITHOUT PAY WITHIN THE 5-YEAR PERIOD,
	6. PAYROLL
	FOR GENERAL CLAIMS
	1. LOYALTY CASH AWARD/ INCENTIVE PAYROLL
	2. PAYROLL REGISTER (HARD AND SOFT COPY)
	3. LETTER TO THE BANK TO CREDIT EMPLOYEES' ACCOUNT OF THEIR SALARIES OR OTHER CLAIMS
	4. VALIDATED DEPOSIT SLIPS
PAYEE:	
REMARKS:	



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Attached? (✓ / X)	Checklist of Documentary Requirements for the Payment of Overtime Pay
	1. DISBUREMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. OVERTIME AUTHORITY STATING THE NECESSITY AND URGENCY OF THE WORK TO BE DONE, AND THE DURATION OF OVERTIME WORK
	4. OVERTIME WORK PROGRAM
	5. QUANTIFIED OVERTIME ACCOMPLISHMENT DULY SIGNED BY THE EMPLOYEE AND SUPERVISOR
	6. CERTIFICATE OF SERVICE OR DULY APPROVED DTR
PAYEE:	
REMARKS:	



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Attached? (✓/X)	Documentary Requirements for the Payment of Mid-Year Bonus/ Year-End Bonus and Cash Gift
	FOR INDIVIDUAL CLAIMS:
	DISBURSEMENT VOUCHER
	OBLIGATION REQUEST AND STATUS
	CLEARANCE FROM MONEY, PROPERTY AND LEGAL ACCOUNTABILITIES (RETIREE)
	CERTIFICATE OF ASSUMPTION TO OFFICE (FOR NEW EMPLOYEE/ TRANSFEREE)
	CERTIFICATE OF NON-PAYMENT FROM PREVIOUS AGENCY (FOR TRANSFEREE)
	CERTIFICATION FROM HEAD OF OFFICE THAT THE EMPLOYEE IS QUALIFIED TO RECEIVE MYB, YEB AND CASH GIFT BENEFITS PURSUANT TO DBM BUDGET CIRCULAR 2003-2 DATED MAY 9, 2003
	FOR GENERAL CLAIMS:
	MYB/YEB BONUS AND/OR CG PAYROLL
	PAYROLL REGISTER
	LETTER TO BANK REQUESTING TO CREDIT EMPLOYEES' ACCOUNT TO THEIR PIB CLAIMS
	VALIDATED DEPOSITS SLIPS/LDDAP-ADA, if applicable
PAYEE/SUPPLIER:	
REMARKS:	



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Attached? (✓/X)	Documentary Requirement for Salary Claim if Deleted from Regional Payroll
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. APPROVED DAILY TIME RECORD (DTR)
	4. NOTICE OF ASSUMPTION, <i>if applicable</i>
	5. APPROVED APPLICATION FOR LEAVE, CLERANCES AND MEDICAL CERTIFICATE IF SICK LEAVE FOR 5 DAYS OR MORE
NAME: _____	
REMARKS: _____	



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Attached? (✓/X)	Checklist of Documentary Requirements for the First Salary Claims
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. CERTIFIED TRUE COPY OF DULY APPROVED APPOINTMENT
	4. ASSIGNMENT ORDER, <i>if applicable</i>
	5. CERTIFIED COPY OF OATH OF OFFICE
	6. CERTIFICATE OF ASSUMPTION
	7. STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
	8. APPROVED DAILY TIME RECORD (DTR)
	9. BUREAU OF INTERNAL REVENUE (BIR) WITHHOLDING CERTIFICATE (FORMS 1902 & 2305)
	10. PAYROLL INFORMATION OF NEW EMPLOYEE (PINE) OR ANY EQUIVALENT DOCUMENT <i>(FOR AGENCIES WITH COMPUTERIZED PAYROLL SYSTEMS)</i>
	11. AUTHORITY FROM THE CLAIMANT AND IDENTIFICATION DOCUMENTS, IF CLAIMED BY PERSON OTHER THAN THE PAYEE
NAME: _____	
REMARKS: _____	



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Attached (✓/X)	Documentary Requirements for the Payment of Subsistence, Laundry and Quarters Allowances
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. PAYROLL
	4. APPROVED DTR
	5. AUTHORITY FOR ENTITLEMENT TO COLLECT THE BENEFIT APPROVED BY AGENCY HEAD
PAYEE/SUPPLIER: _____	
REMARKS: _____	



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Attached? (✓/X)	Documentary Requirements for the Payment of Hazard Duty Pay
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. 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 WITHVOLCANO ACTIVITY OR ERUPTION.
	4. DULY ACCOMPLISHED TIME RECORD OF EMPLOYEES OR TRAVEL REPORT
	5. COPY OF SPECIAL ORDER FROM THE AGENCY/ DEPARTMENT HEAD COVERING THE ASSIGNMENT TO HAZARDOUS/ DIFFICULT AREAS
	6. APPROVED DTR/SERVICE REPORT
PAYEE/SUPPLIER: _____	
REMARKS: _____	



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Attached? (✓/X)	Checklist of Documentary Requirements for the Payment of Retirement Benefits
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. 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
	4. RETIREMENT APPLICATION
	5. OFFICE CLEARANCE FROM MONEY/PROPERTY ACCOUNTABILITY AND ADMINISTRATIVE/ CRIMINAL LIABILITY
	6. STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
	7. RETIREMENT GRATUITY COMPUTATION
	8. AFFIDAVIT OF UNDERTAKING WITH AUTHORITY TO DEDUCT ACCOUNTABILITIES
	9. AFFIDAVIT OF APPLICANT THAT THERE IS NO PENDING CRIMINAL INVESTIGATION OR PROSECUTION AGAINST HIM/HER.
	IN CASE OF RESIGNATION
	10. EMPLOYEE'S LETTER OF RESIGNATION DULY ACCEPTED BY THE AGENCY HEAD
	ADDITIONAL REQUIREMENTS IN CASE OF DEATH
	11. DEATH CERTIFICATE ISSUED BY PSA
	12. MARRIAGE CERTIFICATE ISSUED BY PSA
	13. BIRTH CERTIFICATES OF ALL SURVIVING LEGAL HEIRS ISSUED BY PSA
	14. WAIVER OF RIGHTS OF CHILDREN 18 YEARS OLD AND ABOVE, if applicable
	15. DESIGNATION OF NEXT-OF-KIN
	16. AFFIDAVIT OF TWO DISINTERESTED PARTIES THAT THE DECEASED IS SURVIVED BY LEGITIMATE AND ILLEGITIMATE CHILDREN (if any), NATURAL, ADOPTED OR CHILDREN OF PRIOR MARRIAGE.
PAYEE:	
REMARKS:	



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Attached? (✓/X)	Documentary Requirements for the Payment of Salary Differentials due to Promotion and/or Step Increment
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. CERTIFIED TRUE COPY OF APPROVED APPOINTMENT IN CASE OF PROMOTION OR NOTICE OF SALARY ADJUSTMENT IN CASE OF STEP INCREMENT/SALARY INCREASE
	4. CERTIFICATE OF ASSUMPTION
	5. APPROVED DTR OR CERTIFICATION THAT THE EMPLOYEE HAS NOT INCURRED LEAVE WITHOUT PAY
NAME: _____	
REMARKS: _____	



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Attached? (✓/X)	Documentary Requirements for the Payment of Clothing Allowance
	FOR INDIVIDUAL CLAIMS
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. CERTIFIED TRUE COPY OF APPROVED APPOINTMENT OF NEW EMPLOYEES
	4. CERTIFIED OF ASSUMPTION OF NEW EMPLOYEES
	5. CERTIFICATE OF NON-PAYMENT FROM PREVIOUS AGENCY, <i>for transferees</i>
	FOR GENERAL CLAIMS
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. CLOTHING / UNIFORM ALLOWANCE PAYROLL
	4. PAYROLL REGISTER (HARD AND SOFT COPY)
	5. LETTER TO THE BANK TO CREDIT EMPLOYEES' ACCOUNT OF THEIR SALARIES OR OTHER CLAIMS
	6. VALIDATED DEPOSIT SLIPS
PAYEE/SUPPLIER: _____	
REMARKS: _____	



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Attached? (✓/X)	Documentary Requirements for the Payment of Last Salary
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. CLEARANCE FROM MONEY, PROPERTY AND LEGAL ACCOUNTABILITIES
	4. APPROVED DTR
PAYEE: _____	
REMARKS: _____	



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Attached? (✓/X)	Documentary Requirements for the Payment of RATA
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. COPY OF OFFICE ORDER/APPOINTMENT (1ST PAYMENT)
	4. CERTIFICATE OF ASSUMPTION (1ST PAYMENT)
	5. CERTIFICATION THAT THE OFFICIAL/EMPLOYEE DID NOT USE GOVERNMENT VEHICLE AND IS NOT ASSIGNED ANY GOV'T VEHICLE
	6. CERTIFICATE OR EVIDENCE OF SERVICE RENDERED OR APPROVED DTR
PAYEE	
REMARKS:	



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REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attached? (✓/X)	Documentary Requirements for Salary Claim of Casual/Contractual Employees
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. CERTIFIED TRUE COPY OF THE PERTINENT CONTRACT/APPOINTMENT/JOB ORDER
	4. COPY OF THE ROPA OF THE PERTINENT CONTRACT/APPOINTMENT MARKED RECEIVED BY THE CSC, <i>if applicable</i>
	5. ACCOMPLISHMENT REPORT
	6. APPROVED DTR
NAME: _____	
REMARKS: _____	



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Attached? (✓/X)	Documentary Requirement for First Salary Claims for Transferees (From One Government Office to Another)
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. CERTIFIED TRUE COPY OF DULY APPROVED APPOINTMENT
	4. ASSIGNMENT ORDER, <i>if applicable</i>
	5. CERTIFIED COPY OF OATH OF OFFICE
	6. CERTIFICATE OF ASSUMPTION
	7. STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
	8. APPROVED DAILY TIME RECORD (DTR)
	9. BUREAU OF INTERNAL REVENUE (BIR) WITHHOLDING CERTIFICATE (FORMS 1902 & 2305)
	10. PAYROLL INFORMATION OF NEW EMPLOYEE (PINE) OR ANY EQUIVALENT DOCUMENT (FOR AGENCIES WITH COMPUTERIZED PAYROLL SYSTEMS)
	11. AUTHORITY FROM THE CLAIMANT AND IDENTIFICATION DOCUMENTS, IF CLAIMED BY PERSON OTHER THAN THE PAYEE
	12. CLEARANCE FROM MONEY, PROPERTY AND LEGAL ACCOUNTABILITIES FROM THE PREVIOUS AGENCY AND/OR CERTIFICATION BY THE CHIEF ACCOUNTANT OF LAST SALARY RECEIVED FROM PREVIOUS OFFICE DULY VERIFIED BY THE ASSIGNED AUDITOR THEREAT
	13. BIR FORM 2316 (CERTIFICATE OF COMPENSATION PAYMENT / TAX WITHHELD)
	14. CERTIFICATE OF AVAILABLE LEAVE CREDITS
	15. SERVICE RECORD
NAME: _____	
REMARKS: _____	



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Attached? (✓ / X)	Checklist of Documentary Requirements for the Payment of Terminal Leave Benefits
	1. DISBURSEMENT VOUCHER
	2. OBLIGATION REQUEST AND STATUS
	3. AGENCY CLEARANCE FROM MONEY, PROPERTY AND LEGAL ACCOUNTABILITY FROM THE CENTRAL OFFICE AND/OR FROM REGIONAL OFFICE OF LAST ASSIGNMENT
	4. CERTIFIED PHOTOCOPY OF EMPLOYEES LEAVE CARD AS AT LAST DATE OF SERVICE DULY AUDITED BY THE PERSONNEL DIVISION AND COA/ CERTIFICATE OF LEAVE CREDITS ISSUED BY THE ADMIN/ HRMO
	5. APPROVED LEAVE APPLICATION
	6. COMPLETE SERVICE RECORD
	7. STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
	8. CERTIFIED PHOTOCOPY OF APPOINTMENT/ NOSA SHOWING THE HIGHEST SALARY RECEIVED IF THE SALARY UNDER THE LAST APPOINTMENT IS NOT THE HIGHEST.
	9. COMPUTATION OF TERMINAL LEAVE BENEFITS DULY SIGNED/ CERTIFIED BY THE CHIEF ACCOUNTANT
	10. APPLICANT'S AUTHORIZATION (in affidavit form) TO DEDUCT ALL FINANCIAL OBLIGATIONS WITH THE EMPLOYER/AGENCY
	11. AFFIDAVIT OF APPLICANT THAT THERE IS NO PENDING CRIMINAL INVESTIGATION OR PROSECUTION AGAINST HIM/HER (RA NO. 3019)
	IN CASE OF RESIGNATION
	12. EMPLOYEE'S LETTER OF RESIGNATION DULY ACCEPTED BY THE HEAD OF AGENCY
	IN CASE OF DEATH CLAIMANT
	13. DEATH CERTIFICATE ISSUED BY PSA
	14. MARRIAGE CERTIFICATE ISSUED BY PSA
	15. BIRTH CERTIFICATES OF ALL SURVIVING LEGAL HEIRS ISSUED BY PSA
	16. WAIVER OF RIGHTS OF CHILDREN 18 YEARS OLD AND ABOVE, if applicable
	17. DESIGNATION OF NEXT-OF-KIN
PAYEE:	
REMARKS:	



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 SCHOOLS DIVISION OF EL SALVADOR CITY

Attached? (✓/X)	Checklist of Document Requirements for the Procurement Through Public Bidding- Infrastructure
	1. AUTHENTICATED PHOTOCOPY OF APP AND ANY AMENDMENT THERETO
	2. APPROVED CONTRACT TO BE SUBMITTED TO THE AUDITOR'S OFFICE WITHIN FIVE DAYS FROM THE EXECUTION OF THE CONTRACT
	3. INVITATION TO APPLY FOR ELIGIBILITY TO BID
	4. LETTER OF INTENT
	5. RESULTS OF ELIBILITY CHECK/SCREENING
	6. BIDDING DOCUMENTS ENUMERATED UNDER SECTION 17.1 OF THE IRR OF RA 10. 9184
	7.. MINUTES OF PRE-BID CONFERENCE (APPROVED BUDGET ABC P1.0 MILLION AND ABOVE)
	8.. AGENDA AND/OR SUPPLEMETAL BULLETINS, IF ANY
	9. BIDDERS TECHNICAL AND FINANCIAL PROSPOSALS
	10. MINUTES OF BID OPENING
	11. ABSTRACT OF BIDS
	12. POST-QUALIFICATION REPORT OF TECHNICAL WORKING GROUP (TWG)
	13. BAC RESOLUTION DECLARING WINNING BIDDER
	14. NOTICE OF POST-QUALIFICATION
	15. BAC RESOLUTION RECOMMENDING APPROVAL AND APPROVAL BY THE HEAD OF THE PROCURING ENTITY OF THE RESOLUTION OF THE BAC RECOMMENDING AWARD OF CONTRACT
	16. NOTICE OF AWARD
	17. PERFORMANCE SECURITY
	18. PROGRAM OF WORK AND DETAILED ESTIMATES
	19. NOTICE TO PROCEED, INDICATION THE DATE OF RECEIPT BY THE CONTRACTOR
	20. DETAILED BREAKDOWN OF THE ABC
	21. COPY OF THE APPROVED PERT/CPM NETWORK DIAGRAM AND DETAILED COMPUTATIONS OF CONTRACT TIME
	22. DETAILED BREAKDOWN OF THE CONTRACT COST: <ul style="list-style-type: none"> • INCLUDING THE DETAILED BREAKDOWN OF ESTIMATES AND/OR UNIT COST ANALYSIS/DERIVATION FOR EACH WORK ITEM EXPRESSED IN VOLUME/ARE/LUMPSUM/LOT FOR INFRASTRUCTURE PROJECTS • INDICATING THE FOLLOWING , AMONG OTHERS, FOR CONSULTANCY SERVICES: <ul style="list-style-type: none"> •SCHEDULE OF BASIC RATES CERETIFIED BY THE CONSULTANT WITH SWORN STATEMENT •DERIVATION OF THE BILLING FACTOR/ MULTIPLIER CERTIFIED BY THE CONSULTANT W/ A SWORN STATEMENT •DETAILED BREAKDOWN OF REIMBURSABLE COSTS BASED ON AGREED FIXED RATED & ACTUAL COSTS • INDICATING COSTS AND DATES OF ACQUISITION OF THE EQUIPMENT, QUANTITIES AND COST OF MATERIALS, SPARE PARTS, AND SUPPLIES FURNISHED BY THE CONTRACTOR FOR JANITORIAL/SECURITY/MAINTENANCE SERVICES • INDICATING THE MONTHLY LEASE PAYMENT AND PERIOD OF LEASE FOR LEASE CONTRACTS

	<p>23. COPY OF ADVERTISEMENT OF INVITATION TO BID/REQUEST FOR EXPRESSION OF INTEREST</p> <ul style="list-style-type: none"> •NEWSPAPER CLIPPINGS OF ADVERTISEMENT (ABC 5 MILLION AND ABOVE FOR INFRA, 2 MILLION AND ABOVE FOR GOODS, AND 1 MILLION- OR FOUR-MONTHS DURATION AND ABOVE FOR CONSULTING SERVICES) •PRINTOUT COPY OF ADVERTISEMENT POSTED IN PHILGEPS •CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES •PRINTOUT COPIES OF ADVERTISEMENT POSTED IN AGENCY WEBSITE, if any
	Q. COPY OF THE APPROVED PERT/CPM NETWORK DIAGRAM AND DETAILED COMPUTATIONS OF CONTRACT TIME
	R. DETAILED BREAKDOWN OF THE CONTRACT COST
	<p>S. COPY OF ADVERTISEMENT OF INVITATION TO BID/REQUEST FOR EXPRESSION OF INTEREST</p> <ul style="list-style-type: none"> -NEWSPAPER CLIPPINGS (5M AND ABOVE- INFRA, 2M AND ABOVE-GOODS) -PRINTOUT COPY OF ADVERTISEMENTS POSTED IN PHILGEPS -CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS SPACE -PRINTOUT COPIES OF ADVERTISEMENT POSTED IN AGENCY WEBSITE, if any
	24. MINUTES OF PRE-PROCUREMENT CONFERENCE FOR PROJECTS COSTING ABOVE P 5.0 MILLION FOR INFRASTRUCTURE AND 2 MILLION AND ABOVE FOR GOODS, AND 1 MILLION AND ABOVE FOR CONSULTING SERVICES
	25. BID EVALUATION REPORT
	26. RANKING OF SHORT-LISTED BIDDERS FOR CONSULTING SERVICES
	27. POST QUALIFICATION EVALUATION REPORT
	28. PRINTOUT COPY OF POSTING OF NOTICE OF AWARD, NOTICE TO PROCEED AND CONTRACT OF AWARD IN THE PHILGEPS
	29 EVIDENCES OF INVITATION OF THREE OBSERVERS IN ALL STAGES OF THE PROCUREMENT PROCESS PURSUANT TO SECTION 13.1 OF THE REVISED IRR OF RA 9184
	30. REQUEST FOR PURCHASE OR REQUISITION OF SUPPLIES, MATERIALS AND EQUIPEMENT DULY APPROVED BY PROPER AUTHORITIES, IF APPLICABLE
	ADDITIONAL ATTACHMENTS AS PER AOM 2024-002 (2023)
	32. MAYOR'S/ BUSINESS PERMIT
	33. PHILGEPS REGISTRATION NUMBER
	34. PCAB LICENSE
	35. NOTARIZED OMNIBUS SWORN STATEMENT (for ABC's above 50K)
	36. INCOME/BUSINESS TAX RETURN (FOR ABCs ABOVE 500K)
	ADDITIONAL REQUIREMENTS COMMON TO ALL INFRA TRANSACTIONS (COA CIR. 2012-001)
	1. LETTER REQUEST FROM CONTRACTORS FOR ADVANCE/PROGRESS/FINAL PAYMENT OR FOR SUBSTITUTION IN CASE OF RELEASE OF RETENTION MONEY
	2. STATEMENT OF WORK ACCOMPLISHED/ PROGRESS BILLING
	3. INSPECTION REPORT BY THE AGENCY'S AUTHORIZED ENGINEER
	4. RESULTS OF TEST ANALYSIS, if applicable
	5. MONTHLY CERTIFICATE OF PAYMENT
	6. CONTRACTOR'S AFFIDAVIT ON PAYMENT OF LABORERS AND MATERIALS
	7.. PICTURES, BEFORE, DURING AND AFTER CONSTRUCTION OF ITEMS OF WORK ESPECIALLY THE EMBEDDED ITEMS
	8.. PHOTOCOPY OF VOUCHERS OF ALL PREVIOUS PAYMENTS
	9. CERTIFICATE OF COMPLETION (final billing)
	ADVANCE PAYMENT/ MOBILIZATION
	1. IRREVOCABLE STANDBY LETTER OF CREDIT/SECURITY BOND/ BANK GUARANTEE
	2. SUCH OTHER DOCUMENTS PECULIAR TO THE CONTRACT AND/OR TO THE MODE OF PROCUREMENT AND CONSIDERED NECESSARY IN THE AUDITORIALREVIEW AND IN THE TECHNICAL EVALUATION THEREOF

	VARIATION ORDER/CHANGE ORDER/EXTRA WORK ORDER
	1. COPY OF APPROVED CHANGE ORDER (CO)/ EXTRA WORK ORDER (EWO)
	2. COPY OF THE APPROVED ORIGINAL PLANS INDICATING THE AFFECTED PORTION(S) OF THE PROJECT AND DULY REVISED PLANS AND SPECIFICATIONS, IF APPLICABLE, INDICATING THE CHANGES MADE WHICH SHALL BE COLOR CODED
	3. COPY OF THE AGENCY'S REPORT ESTABLISHING THE NECESSITY /JUSTIFICATION (S) FOR THE NEED OF SUCH CHANGE ORDER AND/OR EWO WHICH SHALL INCLUDE: A. THE COMPUTATION AS TO THE QUANTITIES OF TRHE ADDITIONAL WORKS INVOLVED PER ITEM INDICATING THE SPECIFIC STATIONS WHERE SUCH WORKS ARE NEEDED. B. THE DATE OF INSPECTION CONDUCTED AND THE RESULTS OF SUCH INSPECTION C. DETAILED ESTIMATE OF THE UNIT COST OF SUCH ITEMS OF WORK FOR NEW UNIT COSTS INCLUDING THOSE EXPRESSED IN VOLUME/AREA/LUMP-SUM/LOT
	4. COPY OF THE APPROVED/REVISED PERT/CPM NETWORK DIAGRAM WHICH SHALL BE COLOR CODED, REFLECTING THE EFFECT OF ADDITIONAL/DEDUCTIVE TIME ON THE CONTRACT PERIOD AND THE CORRESPONDING DETAILED COMPUTATIONS FOR THE ADDITIONAL/DEDUCTIVE TIME FOR THE SUBJECT CHANGE ORDER/EWO
	5. COPY OF THE APPROVED DETAILED BREAKDOWN OF CONTRACT COST FOR THE VARIATION ORDER
	6. COPY OF COA TECHNICAL EVALUATION REPORT FOR THE ORIGINAL CONTRACT
	7. IF THE VARIATION ORDER TO BE REVIEWED IS NOT THE 1ST VARIATION ORDER, ALL OF THE ABOVE REQUIREMENTS FOR ALL PREVIOUSLY APPROVED VARIATION ORDERS, IF NOT YET REVIEWED, OTHERWISE, COPY OF THE COA TECHNICAL EVALUATION REPORT FOR THE PREVIOUSLY APPROVED VARIATION ORDERS
	8. ADDITIONAL PERFORMANCE SECURITY IN THE PRESCRIBED FORM AND AMOUNT IF VARIATION ORDER EXCEEDS 10 % OF THE ORIGINAL CONTRACT PRICE
	PROGRESS PAYMENT
	1. STATEMENT OF WORK ACCOMPLISHMENT (SHOULD SHOW THE AMOUNTS)
	2. CERTIFICATE OF PAYMENT (COP)
	3. PICTURES
	FINAL PAYMENT
	1. CERTIFICATE OF COMPLETION AND ACCEPTANCE
	2. AS-BUILT PLANS
	3. WARRANTY SECURITY
	4. FINAL STATEMENT OF WORK ACCOMPLISHED
	5. INSPECTION REPORT BY THE AGENCY'S AUTHORIZED ENGINEER
	6. RESULTS OF TEST ANALYSIS, <i>if applicable</i>
	7. STATEMENT OF TIME ELAPSED
	8. MONTHLY CERTIFICATE OF PAYMENT/ CERTIFICATE OF PAYMENT
	9. CONTRACTOR'S AFFIDAVIT ON PAYMENT OF LABORERS AND MATERIALS
	10. PICTURES BEFORE, DURING, AND AFTER CONSTRUCTION OF ITEMS OF WORK ESPECIALLY THE EMBEDDED ITEMS
	11. PHOTOCOPY OF VOUCHERS OF ALL PREVIOUS PAYMENTS
	RETENTION MONEY
	1. CERTIFICATE OF ACCEPTANCE
	2. ANY SECURITY IN THE FORM OF CASH, BANK GUARANTEE, IRREVOCABLE STANDBY LETTER OF CREDIT FROM COMMERCIAL BANK, GSIS OR SURETY BOND CALLABLE ON DEMAND
	3. CERTIFICATION FROM THE END-USER THAT THE PROJECT IS COMPLETED AND INSPECTED
PAYEE:	
REMARKS:	



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 SCHOOLS DIVISION OF EL SALVADOR CITY

Attached? (✓/X)	Checklist of Documentary Requirement for Procurement Through Public Bidding -Goods
	1. AUTHENTICATED PHOTOCOPY OF APP AND ANY AMENDMENT THERETO
	2. APPROVED CONTRACT TO BE SUBMITTED TO THE AUDITOR'S OFFICE WITHIN FIVE DAYS FROM THE EXECUTION OF THE CONTRACT
	3. INVITATION TO APPLY FOR ELIGIBILITY TO BID
	4. LETTER OF INTENT
	5. RESULTS OF ELIBILITY CHECK/SCREENING
	6. BIDDING DOCUMENTS ENUMERATED UNDER SECTION 17.1 OF THE IRR OF RA 10. 9184
	7.. MINUTES OF PRE-BID CONFERENCE (APPROVED BUDGET ABC P1.0 MILLION AND ABOVE)
	8.. AGENDA AND/OR SUPPLEMETAL BULLETINS, IF ANY
	9. BIDDERS TECHNICAL AND FINANCIAL PROSPOSALS
	10. MINUTES OF BID OPENING
	11. ABSTRACT OF BIDS
	12. POST-QUALIFICATION REPORT OF TECHNICAL WORKING GROUP (TWG)
	13. BAC RESOLUTION DECLARING WINNING BIDDER
	14. NOTICE OF POST-QUALIFICATION
	15. BAC RESOLUTION RECOMMENDING APPROVAL AND APPROVAL BY THE HEAD OF THE PROCURING ENTITY OF THE RESOLUTION OF THE BAC RECOMMENDING AWARD OF CONTRACT
	16. NOTICE OF AWARD
	17. PERFORMANCE SECURITY
	18. PROGRAM OF WORK AND DETAILED ESTIMATES
	19. NOTICE TO PROCEED, INDICATION THE DATE OF RECEIPT BY THE CONTRACTOR
	20. DETAILED BREAKDOWN OF THE ABC
	21. COPY OF THE APPROVED PERT/CPM NETWORK DIAGRAM AND DETAILED COMPUTATIONS OF CONTRACT TIME <i>(if applicable)</i>
	22. DETAILED BREAKDOWN OF THE CONTRACT COST: <ul style="list-style-type: none"> • INCLUDING THE DETAILED BREAKDOWN OF ESTIMATES AND/OR UNIT COST ANALYSIS/DERIVATION FOR EACH WORK ITEM EXPRESSED IN VOLUME/ARE/LUMPSUM/LOT FOR INFRASTRUCTURE PROJECTS • INDICATING THE FOLLOWING , AMONG OTHERS, FOR CONSULTANCY SERVICES: <ul style="list-style-type: none"> •SCHEDULE OF BASIC RATES CERETIFIED BY THE CONSULTANT WITH SWORN STATEMENT •DERIVATION OF THE BILLING FACTOR/ MULTIPLIER CERTIFIED BY THE CONSULTANT W/ A SWORN STATEMENT •DETAILED BREAKDOWN OF REIMBURSABLE COSTS BASED ON AGREED FIXED RATED & ACTUAL COSTS • INDICATING COSTS AND DATES OF ACQUISITION OF THE EQUIPEMT, QUANTITIES AND COST OF MATERIALS, SPARE PARTS, AND SUPPLIES FURNISHED BY THE CONTRACTOR FOR JANITORIAL/SECURITY/MAINTENANCE SERVICES • INDICATING THE MONTHLY LEASE PAYMENT AND PERIOD OF LEASE FOR LEASE CONTRACTS

	<p>23. COPY OF ADVERTISEMENT OF INVITATION TO BID/REQUEST FOR EXPRESSION OF INTEREST</p> <ul style="list-style-type: none"> •NEWSPAPER CLIPPINGS OF ADVERTISEMENT (ABC 5 MILLION AND ABOVE FOR INFRA, 2 MILLION AND ABOVE FOR GOODS, AND 1 MILLION- OR FOUR-MONTHS DURATION AND ABOVE FOR CONSULTING SERVICES) •PRINTOUT COPY OF ADVERTISEMENT POSTED IN PHILGEPS •CERTIFICATION FROM THE HEAD OF BAC SECRETARIAT ON THE POSTING OF ADVERTISEMENT AT CONSPICUOUS PLACES •PRINTOUT COPIES OF ADVERTISEMENT POSTED IN AGENCY WEBSITE, if any
	24. DOCUMENTARY REQUIREMENTS UNDER SECTIONS 25.2a FOR GOODS
	25. MINUTES OF PRE-PROCUREMENT CONFERENCE FOR PROJECTS COSTING ABOVE P 5.0 MILLION FOR INFRASTRUCTURE AND 2 MILLION AND ABOVE FOR GOODS, AND 1 MILLION AND ABOVE FOR CONSULTING SERVICES
	26. BID EVALUATION REPORT
	27. RANKING OF SHORT-LISTED BIDDERS FOR CONSULTING SERVICES
	28. POST QUALIFICATION EVALUATION REPORT
	29. PRINTOUT COPY OF POSTING OF NOTICE OF AWARD, NOTICE TO PROCEED AND CONTRACT OF AWARD IN THE PHILGEPS
	30 EVIDENCES OF INVITATION OF THREE OBSERVERS IN ALL STAGES OF THE PROCUREMENT PROCESS PURSUANT TO SECTION 13.1 OF THE REVISED IRR OF RA 9184
	31. REQUEST FOR PURCHASE OR REQUISITION OF SUPPLIES, MATERIALS AND EQUIPEMENT DULY APPROVED BY PROPER AUTHORITIES
	SUPPLIES, MATERIALS, EQUIPMENTS AND MOTOR VEHICLES
	<p>32. SUBMIT TO COA WITHIN 5 DAYS UPON EXECUTION OF CONTRACT:</p> <ul style="list-style-type: none"> •CERTIFICATE OF EXCLUSIVE DISTRIBUTORSHIP, <i>if applicable</i> •SAMPLES AND BROCHURES/PHOTOGRAPS, <i>if applicable</i> •FOR IMPORTED ITEMS: <ul style="list-style-type: none"> -CONSULAR INVOICE/PRO-FORMA INVOICE OF THE FOREIGN SUPPLIER WITH CORRESPONDING DETAILS -HOME CONSUMPTION VALUE OF THE ITEMS -BREAKDOWN OF THE EXPENSES INCURRED IN THE IMPORTATION
	33. ORIGINAL COPY OF DEALERS/SUPPLIERS' INVOICES 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
	34. RESULTS OF TEST ANALYSIS, <i>if applicable</i>

	35. TAX RECEIPTS FROM THE BUREAU OF CUSTOMS OR THE BIR INDICATION THE EXACT SPECIFICATIONS AND/OR SERIAL NUMBER OF THE EQUIPMENT PROCURED BY THE GOVERNMENT AS PROOF OF PAYMENT OF ALL TAXES AND DUTIES DUE ON THE SAME EQUIPMENT, SUPPLIED OR SOLD TO THE GOVERNMENT
	36. INSPECTION AND ACCEPTANCE REPORT PREPARED BY THE DEPARTMENT/ AGENCY PROPERTY INSPECTOR AND SIGNED BY THE HEAD OF AGENCY OR HIS AUTHORIZED REPRESENTATIVE
	37. FOR EQUIPMENT, PROPERTY ACKNOWLEDGMENT RECEIPT
	38. WARRANTY SECURITY FOR MINIMUM PERIOD OF THREE MONTHS, IN CASE OF EXPENDABLES SUPPLIES, OR A MINIMUM PERIOD OF 1 YEAR IN CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES
	39. REQUEST FOR PURCHASE OF SUPPLIES, MATERIALS AND EQUIPMENT DULY APPROVED BY PROPER AUTHORITIES
	40. PICTURES OF ACTUAL ITEMS/SUPPLIES DELIVERED
	ADDITIONAL ATTACHMENTS AS PER AOM 2024-002 (2023)

	41. MAYOR'S/ BUSINESS PERMIT
	42. PHILGEPS REGISTRATION
	43. NOTARIZED OMNIBUS SWORN STATEMENT (for ABC's above 50K)
	44. INCOME/BUSINESS TAX RETURN (FOR ABCs ABOVE 500K)
	FOR PROCUREMENT OF DRUGS AND MEDICINE
	45. CERTIFICATE OF PRODUCT REGISTRATION FROM FOOD AND DRUG ADMINISTRATION (FDA)
	46. CERTIFICATE OF GOOD MANUFACTURING PRACTICE FROM FDA
	47. BATCH RELEASE CERTIFICATE FROM FDA
	48. IF THE SUPPLIER IS NOT THE MANUFACTURER, CERTIFICATION FROM THE MANUFACTURER THAT THE SUPPLIER IS AN AUTHORIZED DISTRIBUTOR/ DEALER OF THE PRODUCTS/ITEMS
NAME/SUPPLIER:	
REMARKS:	