

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard) 139 25th St., Port Area 1018 Manila

NHQ-PCG

23 November 2020

STANDING OPERATING PROCEDURES NUMBER 13-20

<u>Documentary Requirements for Common Government Transactions</u>

I. <u>REFERENCES:</u>

- A. Government Accounting Manual (GAM);
- B. COA Circular No. 2012-001 dated 14 June 2012:
- C. Section 9 of R.A. 11032 otherwise known as the "Act of Ease of Doing Business and Efficient Government Service Delivery Act of 2018"; and
- D. PCG Memorandum on Documentary Requirements for Common Government Transactions dated 21 October 2019

II. <u>PURPOSE:</u>

This SOP is issued to amend the existing Documentary Requirements for Common Philippine Coast Guard Transactions and Prescribe the Guidelines to harmonize part of the Accounting Processes in NHQ-PCG and CG Districts.

III. SCOPE:

This shall apply to all concerned units and stakeholders that will have transaction with the Coast Guard Accounting Service Office/Units. It supersedes all other PCG SOP, Circulars, PCG Memoranda and other PCG communications inconsistent herewith.

IV. <u>DEFINITION OF TERMS</u>:

A. Complex Transactions – claims or requests submitted by requesting parties of PCG which necessitate evaluation in the resolution of complied issues by an officer or employee of said unit, such as but not limited to the following: Procurement thru Competitive Bidding, Alternative Mode, and all other transactions determined by the accounting processor.

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RESTRICTED

- B. Disbursement Voucher The DV is a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered. It shall be prepared by the Requesting Office/Unit. The Accounting Division/Unit shall stamp on the face of this form the date of receipt from the requesting unit;
- C. Obligation Request Status The incurrence of obligations shall be made through the issuance of Obligation Request and Status (ORS). The ORS shall be prepared by the Requesting/Originating Office supported by valid claim documents like DVs, payrolls, purchase/job orders, itinerary of travel, etc.;
- D. Simple Transactions claims or request submitted by requesting parties of PCG which only require ministerial actions on the part of the officer or employee of said unit, or that which present only inconsequential issues for the resolution by an officer or employee of the office concerned such as payment of mandatory obligations (e.g., light. water, electricity) among others.

V. **GENERAL GUIDELINES:**

- A. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency; and
- B. Claims against government funds shall be supported with complete documentation. (Section 4 of PD No. 1445)

VI. SPECIFIC GUIDELINES:

A. Designation of Document Checklist Controller:

- 1. The Deputy Chief of Coast Guard Staff for Comptrollership, CG-6/District Comptroller, D-6 shall designate qualified personnel from CG Accounting Service Office/Unit (CGASO/U) as Document Checklist Controller (DCC) to perform preliminary assessment on the submitted documents of all PCG Units requiring allocation of funds. This shall form part of the internal control of CGASO/U which has the objective to speed up the current accounting and budgeting process.
- 2. The designated DCC shall evaluate the completeness of documentary requirements in accordance with the Revised Documentary Checklist applicable to the transaction prior request for allocation/obligation of funds to the Office of CG-6/D-6.

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RESTRICTED

- 3. All PCG units shall observe the chronology order of documents/requirements as prescribed in the Revised Documentary Checklist (RDC) issued for all claims (Annex). This shall form part of the requirement of the CGASO/U for the straightforward checking of the documents.
- 4. Any submission of incomplete and unnecessary documents shall not be accepted by the DCC and shall immediately inform the concerned unit of any deficiency and return the same to the end-user for proper action.
- 5. Upon review of the documents and ensuring the completeness of the same, the DCC shall record the document in the logbook or indexing maintained for the purpose and affix its initial or signature to the attached RDC before forwarding the same to the Office of CG-6/D-6 for allocation of funds.

B. Timeline of Accounting Process:

- Upon receipt of document from DCC, the Office of CG-6/D-6 shall allocate funds through Obligation Request and Status (ORS) and thereafter forwards the documents to CGASO/U for processing. However, in any case that the transaction cannot be pursued, the concerned budget staff shall have the responsibility to inform the requesting office on the status of claims.
- 2. All documents shall be acted upon by the assigned accounting processor within the prescribed processing time which shall not take longer than five (5) working days in the case of simple transactions and ten (10) working days in the case of complex transactions from the date the document was received from the Office of CG-6/D-6.
- The prescribed processing time shall be automatically suspended in the event that the submitted document contains erroneous data, lacks sufficient information and signature of the requesting and approving official.
- 4. Subject accounting processor shall have the responsibility to return and communicate the deficient document to the end-user for appropriate action not later than three (3) calendar days from the discovery of such through respective liaison officers.

VII. RESPONSIBILITY:

A. Receiving/Releasing Staff. CGASO/U shall designate capable personnel to act as the Receiving/Releasing Staff in the processing of Disbursement Voucher (DV). As the monitoring body of the Office, subject personnel shall be the focal person in the conveyance of the status of DVs on hand and in process of CGASO/U.

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RESTRICTED

- B. Upon receipt of the information on the deficient document from CGASO/U, the end-user shall within three (3) calendar days, acted upon the observation made for simple transactions and five (5) calendar days for the complex transactions taking into consideration the proximity of the compliant to NHQ-PCG/PCG Districts.
- C. To expedite the conveyance of compliance on the documents, CGASO/U shall require concerned PCG units to include or write on the attached RDC the representative or personnel in-charge for the said transaction.
- D. In addition to his duties and responsibilities, designated accounting processor shall attach Certificate of Final Tax Withheld at Source (BIR Form No. 2306) and Certificate of Creditable Tax Withheld at Source (BIR Form No. 2307) to support the timely issuance of the same prior signature of the Chief Accountant/District Accountant on the DV.

VIII. SANCTION:

Appropriate disciplinary action shall be instituted accordingly against erring official or employee found violating any provision and timeline implementation of these guidelines.

IX. EFFECTIVITY:

This SOP shall take effect immediately upon approval.

BY COMMAND OF ADMIRAL URSABIA JR PCG:

OFFICIAL:

LIEZEL B AUTIST

Coast Guard Adjutant

Encl: Annex Pages 1-68

ROLANDO LIZOR N PUNZALAN JR
RADM PCG
Chief of Coast Guard Staff

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PS CHECKLIST

FIRST SALARY

	Disbursement Voucher Obligation Request Certified True Copy of duly approved appointment Assignment Order, if applicable Certified True Copy of Oath of Office SALN Approved DTR BIR Form 1902 and 2305
For tra	insferees(from one government office to another)
	Clearance from money, property and legal accountabilities from previous office
	Certified true copy of pre-audited disbursement of last Salary from previous agency and/or Certification by the Chief Accountant of the last salary received from previous office duly verified by the auditor thereat BIR Form 2316 Certificate of Available Leave Credit Service Record
Checke	d by: Date:



PS CHECKLIST

SALARY DIFFERENTIAL AND OTHER PAY AND ALLOWANCES (if not included from the payroll)

 Disbursement Voucher
 Obligation Request
Computation of claim from CGFS/Payroll Register
 Authenticated Copy of Special Order
Authenticated Copy of Applicable Payslip
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PS CHECKLIST

LAST SALARY

	legal accountabi	lities
	by CGFC	
	Detec	
	thenticated Special Order	·





PS CHECKLIST

RATA

	Disbursement Voucher
	Obligation Request
	Copy of Office Order/Appointment
	Certification that the official/employee did not use government vehicle and is not assigned any government vehicle
	Certificate/Evidence of Service Rendered/Approved DTR
	Order/Memo/Circular as basis for Claim
	Payroll Register
hecke	ed by: Date:





PS CHECKLIST

CLOTHING ALLOWANCE

	Disbursement Voucher Obligation Request Clothing/Uniform Allowance Payroll Payroll Register
Checke	ed by: Date:





PS CHECKLIST

LONGEVITY PAY

Checke	
	Authenticated Payslip by CGFS/Certification from Finance
	Special Order authenticated by CGAO
	pay
	has not incurred more than 15 days of vacation leave without
	Certification issued by the Personnel Officer that the claimant
	Service Record
	Payroll Register
	Obligation Request
	Disbursement Voucher





PS CHECKLIST

SPECIAL COUNSEL ALLOWANCE

	Disbursement Voucher
	Obligation Request
	Office Order/Designation/Letter deputizing the claimant to appear in court as special counsel
	Certificate of appearance issued by the Office of the Clerk of Court
	Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented
	Certificate issued by the concerned lawyer and the agence accountant that the amount being claimed is within the limitation under GAA of PHP4,000.00 per month Payroll Register
Checke	d by: Date:



PS CHECKLIST

BAC HONORARIA

	Disbursement Voucher Obligation Request
	Office Order creating and designating the BAC Composition and authorizing the members to collect honoraria Minutes of BAC Meeting
	NOA to the winning bidder of procurement activity being claimed
	Certification the the procurement involves competitive bidding
	Attendance sheet listing names of attendees to the BAC Meeting
Checke	ed by:Date:





PS CHECKLIST

HAZARDOUS DUTY PAY(MC 10-19)

	Disbursement Voucher
	Obligation Request
	Payroll Register
	Order issued by appropriate apporving authority authorizing the officers and Non-officers concerned to perform hazardous duty(ies)
<u> </u>	Order isued by appropriate approving authority granting the Officers and Non-Officers concerned with HDP
	Certification from their Unit Commanders that the hazardous duty(ies) was/were actually performed indicating there in the description and scope of work of hazardous duty(ies) performed by each personnel during the inclusive period(s) covered and the place(s) where the hazardous duty(ies) was/were performed
<u> </u>	Certificate from the Unit Commander that the claimant did not gone, AWOL, Leave, Furlough, etc. Authenticated Payslip
	Morning Report
	Certification from Finance
Checked	d by: Date:



PS CHECKLIST

YEAR-END BONUS AND CASH GIFT

	Disbursement Voucher Obligation Request Payroll Register/Payroll Computation	
Checke	ed by:Date:	





PS CHECKLIST

	MID-YEAR BONUS
	Disbursement Voucher
	Obligation Request
	Payroll Register/Payroll Computation
Checked	by: Date:





PS CHECKLIST

RETIREMENT BENEFITS

Waiver of rights of children 18 years old and above Designation of Next-of-Kin Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children(if any)
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Waiver of rights of children 18 years old and above
by NSO
Marriage Contract authenticated by NSO Birth Certificated of All surviving legal heirs authenticated
Death Certificate authenticated by NSO
In case of Death:
Employee's letter of resignation duly accepted by the Head of the Agency(In case of resignation)
Certificate of No Pending Case
Affidavit of applicant that there is no pending criminal investigation/prosecution against him/her(Ombudsman Clearance)
Certificate of Last Payment
Affidavit of Undertaking for authority to deduct accountabilities (if applicable)
Retirement Gratuity Computation
SALN
Unit Clearance from Money/property accountability
Command Clearance from Money/property accountability & administrative/criminal liability
Special Order
leave without pay/Statement of Service Retirement Application
Updated Service Record indicating the number of days on
Disbursement Voucher Obligation Request



PS CHECKLIST

TERMINAL LEAVE BENEFITS

Disbursement Voucher	
Obligation Request	
Certificate of Last Payment	
Application for Retirement/Separation	
Command Clearance from Money/property accountability & administrative/criminal liability	
Unit Clearance from Money/property accountability Certificate of leave credits issued by the HRMS(Furlough Record)	
Approved Leave Application	
Complete Service Record	
Computation of terminal benefits	
SALN	
Certified photocopy of appointment/Notice of Salary Adjustment showing the highest salary received if the salary under the last appointment is not the highest (Special Order Applicant's authorization to deduct all financial obligations with the employer/agency(if applicable)	
Affidavit of applicant that there is no pending criminal investigation/prosecution against him/her (Ombudsman Clearance)	
Certificate of No Pending Case	
Employee's letter of resignation duly accepted by the Head of the Agency(In case of resignation) In case of Death:	
Death Certificate authenticated by NSO	
Marriage Contract authenticated by NSO	
Birth Certificated of All surviving legal heirs authenticated by NSO	
Designation of Next-of-Kin	
Waiver of rights of children 18 years old and above	
Checked by: Date:	

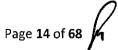




PS CHECKLIST

SPECIAL FINANCIAL ASSISTANCE(RA 6963)

	Disbursement Voucher Obligation Request
	Proof of entitlement of the claimant in case of Death(surviving legal spouse and his legitimate children or parents, or brothers and sisters, or aunts and uncles, in that respective order) e.g. Marriage Certificate or Birth Certificate of legitimate children or other applicable proof
	Certification from the Station or Unit Commander of the fact of death and the circumstances thereof
***************************************	Certification by the proper medical officer designated by the Chief of Staff of the Philippine Coast Guard, in case of permanent disability
	Computation of Claim (Average 6 month's salary including allowances and bonuses during the last twelve (12) months preceding the death of the officer) from CGFC
Checke	d bv: Date:





PS CHECKLIST

INSTRUCTOR'S DUTY PAY

	Disbursement Voucher
	Obligation Request
	Payroll Register/Payroll Computation
	Course Syllabus/ Program of Lectures
	Special Order
	Authenticated Copy of Payslip
	Certification from Finance
	Certification from the Unit Commander that the claimant did not gone, leave, Furlough, etc.
<u></u> , ·	Certificate from the Unit Commander that the personnel is entitled to receive IDP
hacka	d by: Date:





PS CHECKLIST

SPECIAL FINANCIAL ASSISTANCE(RA 6963)

	Disbursement Voucher Obligation Request
	Proof of entitlement of the claimant in case of Death(surviving legal spouse and his legitimate children or parents, or brothers and sisters, or aunts and uncles, in that respective order) e.g. Marriage Certificate or Birth Certificate of legitimate children or other applicable proof
	Certification from the Station or Unit Commander of the fact of death and the circumstances thereof
	Certification by the proper medical officer designated by the Chief of Staff of the Philippine Coast Guard, in case of permanent disability
	Computation of Claim (Average 6 month's salary including allowances and bonuses during the last twelve (12) months preceding the death of the officer) from CGFC
Checked	d bv: Date:



PS CHECKLIST

INSTRUCTOR'S DUTY PAY

	Disbursement Voucher
	Obligation Request
	Payroll Register/Payroll Computation
	Course Syllabus/ Program of Lectures
	Special Order
	Authenticated Copy of Payslip
	Certification from Finance
	Certification from the Unit Commander that the claimant did not gone, leave, Furlough, etc.
	Certificate from the Unit Commander that the personnel is entitled to receive IDP
hecke	ed by: Date:





PS CHECKLIST

PERSONAL	CLOTHING	AND IND	VIDUAL E	QUIPMENT	(PCIE

FERSO	MAL CLOTTING AND INDIVIDUAL EQUIPMENT (PCIE)
	Disbursement Voucher Obligation Request Payroll/List of Items Order of CGMC and/or CGOC(Authenticated by CGAO) Original Disposition Form
Checke	d by: Date:



PS CHECKLIST

COMMUTATION OF UNUSED LEAVE

	Disbursement Voucher
	Obligation Request
	Approved Leave application (ten days) with leave credit balance certified by HRMS
	Request for leave covering more than ten days duly approved by the Head of the Agency
	For Monetization of 50% or more:
	Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs
	Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc
hecke	ed by: Date:





MOOE CHECKLIST

UTILITY EXPENSES WATER EXPENSES 5020401000

	Disbursement Voucher	
	Obligation Request	
	Statement of Account/Bill (Val	idated)
	Authenticated Copy of APP	
	Contract (if applicable)	
	Certificate of Tax Exemption (i	applicable)
 .		_
Checke	ed by:	Date:





MOOE CHECKLIST

UTILITY EXPENSES ELECTRICITY EXPENSES 5020402000

١	Disbursement Voucher
(Obligation Request
9	tatement of Account/Bill (Validated)
1	uthenticated Copy of APP
(Contract (if applicable)
(ertificate of Tax Exemption (if applicable
· 0 d	Data.
Keu I	py: Date:





MOOE CHECKLIST

COMMUNICATIONS EXPENSES INTERNET SUBSCRIPTION EXPENSES 5020503000

Γ	Disbursement Voucher
_ (Obligation Request
- S	Summary of Expenses
S	Statement of Account/Bill (Validated)
. A	Authenticated Copy APP
C	Contract (if applicable)
жеа г	oy: Date:





MOOE CHECKLIST

COMMUNICATIONS EXPENSES CABLE, SATELLITE, TELEGRAPH AND RADIO 5020504000

CABL	E, SATELLITE, TELEGRAPH AND RADIO 5020504000
	Disbursement Voucher Obligation Request Summary of Expenses Statement of Account/Bill (Validated) Authenticated Copy APP Contract (if applicable)
Checke	ed by: Date:



MOOE CHECKLIST

COMMUNICATIONS EXPENSES TELEPHONE EXPENSES- MOBILE 5020502001

	Disbursement Voucher Obligation Request Statement of Account/Bill (Validated)
	Certification by the Agency or his authorized representative that all National Direct Dial, National Operator Assisted Calls are official
	Authenticated Copy APP
Che	cked by: Date:





MOOE CHECKLIST

COMMUNICATIONS EXPENSES TELEPHONE EXPENSES- LANDLINE 5020502002

	Disbursement Voucher
	Obligation Request
	Statement of Account/Bill (Validated)
	Certification by the Agency or his authorized representative that all National Direct Dial, National Operator Assisted Calls are official Authenticated Copy APP
Checke	ed by: Date:





MOOE CHECKLIST

HONORARIA OF LECTURER/INSTRUCTOR(DBM Cir. 2007-01) TRAINING EXPENSES 5020201002

	Disbursement Voucher
	Obligation Request
	Activity Report/Minutes of Activity
	Computation of Honorarium duly signed by the Focal Person in charge
	Certification of Basic Salary
	Bio data/Profile of Speaker
	Invitation Letter
	DF/MEMO/Notice of Schedule of Training Activity/ies
	Activity Design/Course Syllabus
	Authenticated Copy APP
hecke	d by: Date:
hecke	d by: Date:





MOOE CHECKLIST

REIMBURSEMENT OF TRAVEL EXPENSES TRAVELING EXPENSES- LOCAL 5020101000

Disbursement Voucher	
Obligation Request	
Certificate of Veracity	
Duly Approved Itinerary of travel	
Office/Travel Order	
Hotel room/lodging bills with official receipts in to of official travel to places within 50-kilometer race the last city or municipality covered by the Metro Area, or the city or municipality where their permofficial station is located in the case of those outs Metro Manila Area, if the travel allowances being include the hotel room/lodging rate. Certification by the Head of Agency or authorized representative as to the absolute necessity of the expenses together with the corresponding bills of receipts, if the expenses incurred for official travel exceeded the prescribed rate per day Certificate of Travel Completed (CTC) (Appendix 4) Certificate of Appearance/Attendance	dius from o Manila nanent side the g claimed d e r
RER/Certification of expenses not requiring receip	
Paper/Electronic plane tickets, boat or bus tickets boarding pass	,
Terminal fee	
Approved Itinerary of travel	
Approved Office/Travel Order	
Authenticated APP	
Checked by: Date:	





MOOE CHECKLIST

REIMBURSEMENT OF PER DIEM TRAVELING EXPENSES- LOCAL 5020101000

	Disbursement Voucher
	Obligation Request
	Certificate of Travel Completed (CTC)
	Certificate of Appearance/Attendance
	Approved Itinerary of travel
	Approved Office/Travel Order
	Authenticated Copy APP
ta a at a	
песке	ed by: Date:





MOOE CHECKLIST

BUILDING/EQUIPEMENT RENTAL RENT/LEASE EXPENSES 5029905000

	Disbursement Voucher Obligation Request Billing Statement (Validate Authenticated Copy of Not Authenticated Copy APP	•
Checke	d by:	Date:





MOOE CHECKLIST

FIRST SALARY OF CONTRACTUAL OTHER PROFESSIONAL SERVICES 5021199000

	Disbursement Voucher Obligation Request
	Certified True Copy of pertinent
	contract/appointment/job order marked received by the CSC
	Authenticated Assignment Order
	Certified True Copy of Oath of Office
	Accomplishment Report
	Approved DTR
	Authenticated Copy APP
necke	d by: Date:





MOOE CHECKLIST

SALARY OF CONTRACTUAL/COS

Disbursement Voucher Obligation Request Payroll Summary Approved DTR Authenticated Copy APP	Disbursement Voucher Obligation Request Payroll Summary Approved DTR		SALART OF CONTRACTORLYCOS
Obligation Request Payroll Summary Approved DTR	Obligation Request Payroll Summary Approved DTR		OTHER PROFESSIONAL SERVICES 5021199000
			Obligation Request Payroll Summary
			• •
		Check	ed by: Date:





MOOE CHECKLIST

TRAINING FEES TRAINING EXPENSES 5020201002

	Disbursement Voucher
	Obligation Request
	Statement of Account/Bill (Validated)
	Certificate of Appearance/Attendance
	Approved List of Selected and Accepted
_	Trainees/Participants
	Authenticated Copy of MOA
_	Authenticated APP
ecke	ed by: Date:





MOOE CHECKLIST

SANITARY SERVICES ENVIRONMENT/SANITARY SERVICES 5021201000

O	visbursement Voucher Obligation Request ayroll TR opy of Contract of Service		
A	uthenticated APP		
Checked b	y:	Date:	





MOOE CHECKLIST

REIMBURSEMENT OF TRAVEL EXPENSES TRAVELING EXPENSES- FOREIGN 5020102000

	Disbursement Voucher Obligation Request Certificate of Veracity Approved Office/Travel Order Duly Approved Itinerary of travel Letter of invitation of host/sponsoring country/agency/organization
	For plane fare, quotations of three travel agencies or its equivalent
	Flight itinerary issued by the airline/ticketing office/travel agency
	Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed
	Document to show the dollar to peso exchange rate Where applicable, authority to claim representation expenses subject to the approval of the authorities listed under Section 10(a) of EO No. 77
	Invitation addressed to the agency inviting participants (issued by the foreign country), in case of seminars/training Acceptance of the nominee as participants (issued by the foreign
	country), in case of seminars/training Programme Agenda and Logistics Information, in case of seminars/training
	Paper/Electronic plane tickets, boat or bus tickets, boarding pass Terminal fee
	Certificate of Appearance/Attendance Bill/Receipts for non-commutable representation expenses approved by the authorities listed under Section 10(a) of EO No. 77
	Narrative report on trip undertaken/Report on Participation
	Certificate of Travel Completed (CTC) (Appendix 47) Authenticated Copy APP Al Requirements:
accommodo 	ntion expenses in excess of the prescribed rate (EO No. 77) Approval of the authorities listed under Section 10(a) Certification from the Head of Agency that it is absolutely necessary Hotel room bills with official receipts
Checked l	py: Date:





MOOE CHECKLIST

REMITTANCE OF PREMIUM/LOAN/MASS PAYMENT PAG-IBIG, PHILHEALTH, GSIS AND OTHER PAYABLES

PA	G-IBIG, PHILHEALTH, GSIS AND OTHER PAYABLES
	Disbursement Voucher Contribution Premium Amortization Contribution MASS Contribution Other Schedules(pls. specify)
Checke ———	ed by: Date:



PHILIPPINE COAST GUARD Accounting Service Office



National Headquarters

MOOE CHECKLIST

VEHICLE INSURANCE INSURANCE EXPENSES 5021503000

	Disbursement Voucher Obligation Request Motor Vehicle Policy Data Sheet COC Verification Facility Certificate of Cover Property Inventory Form		
Checke	d by:	_ Date:	





MOOE CHECKLIST

REPLENISHMENT OF PCF

	Disbursement Voucher
	Obligation Request
	Summary of Expenses
	Petty Cash Fund Record
	Report on Paid Petty Cash Voucher
	Approved Purchase Request with Certificate of Emergency
	Purchase
	Copy of valid Official Receipts/Sales Invoice
	Delivery Receipts
	Inventory Custodian Slip for Semi-Expendable equipment
	Inspection and Acceptance Report
	Abstract of Canvass
	Bond Confirmation Letter
	Canvass from atleast 3 suppliers for purchases involving
	P1,000.00 and above
	Trip Ticket(reimbursement of toll fees)
	Toll Receipts
	Petty Cash Voucher duly accomplished and signed
	Authenticated Copy APP
	Additional Documentary Requirements
	Meals and Representation
	Notice of Meeting/Activity
	Duly signed attendance sheet/distribution list
	Repair and Maintenance/Replacement
	Job/Work Request
	Pre-repair inspection
	Post Repair inspection
	Report of waste materials in case of repair/replacement
	PAR/ICS of MV or Equipment
	Fidelity Bond
	Confirmation Letter with Official Receipt, in case of Fidelity Bond
	Bond Certification (for renewal)
	Drinking Water
	Roster of Troops
	Office Supplies
	Certificate of Non-Availability
	Boat Rental
	Certificate of Non-Availability of Gov't Vehicle
	Mission Order
Checked	by: Date:





MOOE CHECKLIST

LIQUIDATION OF CASH ADVANCE-FOREIGN TRAVELING EXPENSES- FOREIGN 5020102000

	Liquidation Report Authenticated Copy of Disbursement Voucher
	Authenticated Copy of Obligation Request
	Official Receipt in case of Refund of excess cash advance
	Certificate of Veracity
	Authenticated Copy of Office/Travel Order
	Authenticated Copy of previously approved Itinerary of Travel
	Revised Itinerary of travel, if previous approved itinerary was not
	followed
	Revised or supplemental Office Order or any proof supporting the change
	in schedule
	Letter of invitation of host/sponsoring country/agency/organization
	For plane fare, quotations of three travel agencies or its equivalent
	Flight itinerary issued by the airline/ticketing office/travel agency
	Copy of the United Nations Development Programme (UNDP) rate for the
	daily subsistence allowance (DSA) for the country of destination for the computation of DSA claimed
	Computation of Daily Subsistence Allowance (DSA) claimed
	Document to show the dollar to peso exchange rate
	Paper/Electronic plane tickets, boat or bus tickets, boarding pass
	- apar, aleas and plant transact, acut of acut shorters, acut of the
	Certificate of Appearance/Attendance
	Terminal Fee
	Bill/Receipts for non-commutable representation expenses approved by the authorities listed under Section 10(a) of EO No. 77
	Name the account of the control of t
	Narrative report on trip undertaken/Report on Participation
	Certificate of Travel Completed (CTC) (Appendix 47)
	al Requirements:
Accomm	nodation expenses in excess of the prescribed rate (EO No. 77)
	Approval of the authorities listed under Sestion-10(a)
	Certification from the Head of Agency that it is absolutely necessary
	Hotel room bills with official receipts
	Approval of the authorities listed under Section 10(a)
	Certification from the Head of Agency that it is absolutely necessary
	Hotel room bills with official receipts
Checked	by: Date:





MOOE CHECKLIST

LIQUIDATION OF CASH ADVANCE-LOCAL TRAVELING EXPENSES- LOCAL 5020101000

Ĺ	iquidation Report
	Authenticated Copy of Disbursement Voucher
	Authenticated Copy of Obligation Request
	/alid official Receipt in case of Refund of excess cash
	Certificate of Veracity
Δ	authenticated Copy of Office/Travel Order
	Authenticated Copy of Previously Approved Itinerary of ravel
	levised Itinerary of Travel, if previous approved itinerary vas not followed
	levised or supplemental office order or any proof upporting change of schedule
Н	otel room/lodging bills with official receipts in the case
	f official travel to places within 50-kilometer radius from
	he last city or municipality covered by the Metro Manila rea, or the city or municipality where their permanent
	fficial station is located in the case of those outside the
in	Metro Manila Area, if the travel allowances being claimed aclude the hotel room/lodging rate.
	ertification by the Head of Agency or authorized
	epresentative as to the absolute necessity of the expenses together with the corresponding bills or
	eceipts, if the expenses incurred for official travel
	xceeded the prescribed rate per day
	ertificate of Travel Completed (CTC) (Appendix 47)
C	ertificate of Appearance/Attendance
RI	ER/Certification of expenses not requiring receipts
Pa	aper/Electronic plane tickets, boat or bus tickets,
	parding pass
	erminal fee
Checked b	y: Date:





MOOE CHECKLIST

FIDELITY BOND

FIDELITY BOND PREMIUMS 5021502000

	Disbursement Voucher Obligation Request Authenticated Copy of Office Order as signing authority Form 57A Form 58A List of Bonded Public Officers(Renewal) List of Accountable Public Officers(New Applicants) SALN
Checke ————	d by: Date:

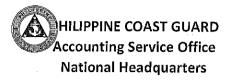




PROCUREMENT CHECKLIST

LEASE OF VENUE (PRIVATELY-OWNED) REPRESENTATION EXPENSES 5029903000

Disbursement Voucher
Obligation Request
Inspection & Acceptance Report
Pictures of Activity
Duly signed Attendance Sheet
Original Billing Statement
Notice to proceed
Purchase Order(PO)/ Contract
PhilGEPS Award Notice Abstract (above 50K)
Notice of Award(NOA)
Mayors Permit
DTI/SEC Registration
Certificate of PhilGEPS Registration
Income Tax Return (ITR)duly Received by BIR
BAC Resolution Recommending Award of Contract
Abstract of Canvass
Request for Quotation/Canvass from atleast 3 Suppliers
Justification resorting to lease of privately-owned real property/venue
BAC Resolution Resorting Alternative Method of
Procurement"Lease of Real Property and Venue"
Purchase Request
Notice of Meeting or Activity
Authenticated Copy of APP/PPMP
Checked by: Date:



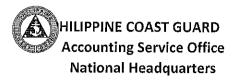


LEASE OF VENUE (GOVERNMENT OWNED) REPRESENTATION EXPENSES 5029903000

	Disbursement Voucher
	Obligation Request
	Inspection & Acceptance Report
	Pictures of Activity
	Duly signed Attendance Sheet
	Original Billing Statement
	Notice to proceed
	Contract
	PhilGEPS Award Notice Abstract (above 50K)
	Notice of Award(NOA)
	Mayors Permit
	Certificate of PhilGEPS Registration
E	BAC Resolution Recommending Award of Contract
F	PICC Quotation
F	BAC Resolution Resorting Alternative Method of Procurement"Lease of Real Property and Venue" Memorandum Circular No.14(PICC)
	Purchase Request
-	Notice of Meeting or Activity
	Authenticated Copy of APP/PPMP
	,, , , , , , , , , , , , , , , , , , , ,
Checked by:	Date:

Page **42** of **68**

3 of 68 L





SMALL VALUE PROCUREMENT-REPAIR &MAINTENANCE REPAIR AND MAINTENANCE 5021300000

	Disbursement Voucher
	Obligation Request
-	Inspection & Acceptance Report
+	Post-inspection Report
	Pictures of Repair work (before and after)
	Waste Material Report
	Original Billing Statement/Delivery Receipt/Sales Invoice(Goods)
	Notice to proceed
	Purchase Order(Replacement)/ Work
	Order(Repair)/Contract
	PhilGEPS Award Notice Abstract (above 50K)
	Notice of Award(NOA)
	Mayors Permit
	DTI/SEC Registration
	Certificate of PhilGEPS Registration
	Income Tax Return (ITR) duly Received by BIR
	Omnibus Sworn Statement
	BAC Resolution Recommending Award of Contract
	Abstract of Canvass
	Request for Quotation/Canvass from atleast 1 Supplier
	PhilGEPS RFQ (above 50k)
	BAC Resolution Resorting Alternative Method of Procurement"Small Value Procurement"
	Purchase Request(replacement)/Job work request(repair) Pre-repair inspection report
***	Copy of documents indicating history of
	repair(suceeding repair)
	Authenticated Copy of PAR of Motor Vehicle/Equipment
	Authenticated Copy of APP/PPMP
Checked by:_	Date:

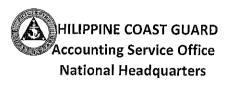




PROCUREMENT CHECKLIST

SMALL VALUE PROCUREMENT OTHER MATERIALS AND SERVICES

	Disbursement Voucher
	Obligation Request
	Inspection & Acceptance Report
	Inventory Custodian Slip(ICS) for semi-expendable property(15k below)
	Duly signed Attendance Sheet/Distribution List, if applicable
	Sales Invoice(Goods)
	Original Delivery Receipt(goods)/Billing Statement(Services)
· · · · · · · · · · · · · · · · · · ·	Notice to proceed
	Purchase Order(PO)/ Contract
	PhilGEPS Award Notice Abstract (above 50K)
	Notice of Award(NOA)
	Mayors Permit
	DTI/SEC Registration
	Certificate of PhilGEPS Registration
	Income Tax Return (ITR)duly Received by BIR
	Omnibus Sworn Statement
	BAC Resolution Recommending Award of Contract
	Abstract of Canvass
	Request for Quotation/Canvass from atleast 1 Supplier
	PhilGEPS RFQ (above 50k)
	BAC Resolution Resorting Alternative Method of
	Procurement"Small Value Procurement"
	Purchase Request
	Requisition and Issue Slip(common use supplies and Equipment
	Authenticated Copy of APP/PPMP
Checked b	y: Date:





REIMBURSEMENT SUPPLIES, MATERIALS & REPRESENTATION EXPENSES

For Offices and Units without PCF and Emergency Cases

Checked by:_	Date:
	Authenticated Copy of APP/PPMP
	Requisition and Issue Slip(common use supplies and Equipment
	(Repair/replacement)
	Emergency Purchase Authenticated PAR/ICS of Motor vehicle/equipment
	Approved Purchase request with Certificate of
	Certificate of Non-Availability in the PS- DBM(common use suppliers and Equipment)
	Pre -Repair Inspection Report (Repair/Replacement)
	Canvass from atleast 3 suppliers for purchases involving P1,000.00 and above
	Abstract of Canvass
	Official Receipts and Sales Invoice
	Report of Waste Material (repair/replacement) Original Billing Statement
	Post Repair inspection Report (Repair/Replacement)
	Inspection and Acceptance Report
<u></u>	inventory Custodian Slip(ICS) for semi-expendable property(15k below)
	Duly signed attendance sheet(meals and catering)
	Duly signed Distribution List (GOODS for Distribution Notice of Meeting(meals and catering)
	Summary of Expenses duly signed by Head of Unit/Office
<u> </u>	Obligation Request
	Disbursement Voucher

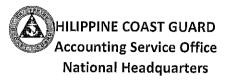




PROCUREMENT CHECKLIST

SMALL VALUE PROCUREMENT INFRASTRUCTURE

Disbursement Voucher	
Obligation Request	
Inspection and Acceptance Rep Certificate of Completion	ort/Certificate of Acceptance
Pictures(before and after)	
Original Billing Statement(servi	ces)/Invoice(goods)
Delivery Receipt(goods)	,
Notice to proceed	
Purchase Order(PO)/ Contract	•
PhilGEPS Award Notice Abstrac	t (above 50K)
Notice of Award (NOA)	. (4.001.2 001.4)
Mayors Permit	
DTI/SEC Registration	
Certificate of PhilGEPS Registrat	tion
Income Tax Return (ITR) duly Re	eceived by BIR
Omnibus Sworn Statement	· · · · · · · · · · · · · · · · · · ·
PCAB License	
Performance Security	
BAC Resolution Recommending	Award of Contract
Abstract of Canvass	
Request for Quotation/Canvass	from atleast 1 Supplier
PhilGEPS RFQ (above 50k)	
BAC Resolution Resorting Altern	native Method of
Procurement "Small Value Procu	
TWG Resolution	
Purchase Request	
Detailed Cost Estimate	
Scope of Works with PERT/CPM	
Procurement Directives	
Authenticated Copy of APP/PPM	1P
Checked by:	Date:





SPECIAL REPEAT ORDER(Goods) EMERGENCY CASES

	Disbursement Voucher
	Obligation Request
	Property Accountability Report(PAR) in case of PPE Inventory Custodian Slip(ICS) for semi-expendable property
	Inspection & Acceptance Report
	Original Sales Invoice(goods)
	Original Delivery Receipt(goods)
	Notice to proceed
	Purchase Order(PO)and/or Contract
	PhilGEPS Award Notice Abstract (above 50k)
	Notice of Award(with statement that the award is a Special Repeat Order)
	BAC Resolution Recommending Award of Contract through Repeat Order Negotiated Quotation by the supplier
	Certification that the PE exerted all efforts to secure most advantageous price to the government based on existing price of the agency, the DTI and other relevant agencies or preliminary market scanning done by the agency showing prevailing market prices and practice Purchase Request Copy of Original Contract/PO Authenticated Copy of NOA(issued within 6 mos)
	Justification for re-ordering
	Requisition and Issue Slip(common use supplies and Equipment
	Authenticated Copy of APP/PPMP
Checked by:_	Date:

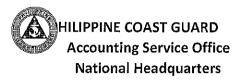




PROCUREMENT CHECKLIST

SHOPPING Sec.52.1(a) UNFORESEEN CONTINGENCY

Inventory Custodian Slip(ICS) for semi-expendable property Inspection & Acceptance Report Original Sales Invoice Original Delivery Receipt Notice to proceed Purchase Order(PO)and/or Contract Notice of Award(NOA) Mayors Permit DTI/SEC Registration BAC Resolution Recommending Award of Contract
Request for Quotation BAC Resolution Resorting Alternative Method of
Procurement"Shopping 52.1a" Certificate of Emergency Purchase Purchase Request Requisition and Issue Slip(common use supplies and Equipment
Authenticated Copy of APP/PPMP
Checked by: Date:





SHOPPING Sec.52.1(b) SUPPLIES AND MATERIALS EXPENSES 5020300000

	Disbursement Voucher
	Obligation Request
	Inventory Custodian Slip(ICS) for semi-expendable property and equipment (15k below)
	Distribution List (GOODS for Distribution)
	Inspection & Acceptance Report
	Original Sales Invoice
	Original Delivery Receipt
<u>. </u>	Notice to proceed
	Purchase Order(PO)and/or Contract
	PhilGEPS Award Notice Abstract (above 50k)
	Notice of Award(NOA)
	Mayors Permit
	DTI/SEC Registration
	Certificate of PhilGEPS Registration
	BAC Resolution Recommending Award of Contract
	Abstract of Canvass
	Request for Quotation/Canvass from atleast 3 Suppliers PhilGEPS RFQ (above 50k)
	BAC Resolution Resorting Alternative Method of Procurement "Shopping 52.1b"
	Certificate of Non-Availability in the PS-DBM
	Purchase Request
	Requisition and Issue Slip(common use supplies and Equipment
	Authenticated Copy of APP/PPMP
Checked bv:	Date:

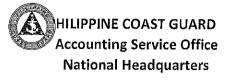




PROCUREMENT CHECKLIST

EMERGENCY CASES

Disbursement Voucher Obligation Request	
Property Accountability Report(PAR) In case of PPE	
Inventory Custodian Slip(ICS) for semi-expendable property	
Inspection & Acceptance Report	
Original Sales Invoice(goods)	
Original Delivery Receipt(goods)/Billing Statement(services)	
Notice to proceed	
Purchase Order(PO)and/or Contract	
Performance Security(INFRA)	
PhilGEPS Notice of Award	
Notice of Award	
Mayors Permit	
DTI/SEC Registration	
PCAB License(INFRA)	
NFCC(INFRA) (ABC above P500k)	
Omnibus Sworn Statement	
Income Tax Return received by BIR(ABC above P500k)	
BAC Resolution Recommending Award of Contract	
Abstract of Canvass(for 2 or more Quotations submitted)	
Request for Quotation/Negotiated Quotation by the supplier	
Certification that the PE exerted all efforts to secure most	
advantageous price to the government based on existing	
price of the agency, the DTI and other relevant agencies or	
preliminary market scanning done by the agency showing	
prevailing market prices and practice(for 1 quotation only)	
BAC Resolution Resorting to Alternative Method of	
Procurement"Emergency Cases"	
Certificate of Emergency Purchase/ Justification as to the	
necessity of purchase	
Purchase Request	
Requisition and Issue Slip(common use supplies and	
Equipment	
Authenticated Copy of APP/PPMP	
Charles bu	
Checked by: Date:	





DIRECT CONTRACTING

	Disbursement Voucher Obligation Request Property Accountability Report(PAR) In case of PPE Inventory Custodian Slip(ICS) for semi-expendable property Inspection & Acceptance Report Original Sales Invoice(goods) Original Delivery Receipt(goods)/Billing Statement(services) Notice to proceed Purchase Order(PO)and/or Contract PhilGEPS Award Notice Abstract (above 50k) Notice of Award(NOA) Mayors Permit DTI/SEC Registration Certificate of PhilGEPS Registration ITR (received by BIR) for ABC above 500k BAC Resolution Recommending Award of Contract Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the by the embassy/consulate nearest the place of the principal, in case if foreign suppliers Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitire can be obtained at more advantageous terms to the government Study/survey done to determine that there are no sub-dealers selling at lowere prices and for which no suitable substitute can be obtained at more advantageous terms to the government
	suitable substitute can be obtained at more
	BAC Resorting to Direct Contracting Purchase Request / Job Work Request Authenticated Copy of APP/PPMP
Checked by:_	Date:

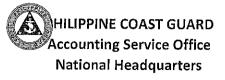




PROCUREMENT CHECKLIST

REPEAT ORDER (Contract previously Awarded through Competitive Bidding)

	Disbursement Voucher
	Obligation Request
	Property Accountability Report(PAR) in case of PPE
	Inventory Custodian Slip(ICS) for semi-expendable property
	Inspection & Acceptance Report
	Original Sales Invoice
	Original Delivery Receipt
<u> </u>	Notice to proceed
	Purchase Order (PO) and / or Contract
	PhilGEPS Award Notice Abstract (above 50k)
	Notice of Award(NOA)
	BAC Resolution Recommending Award of Contract through Repeat Order
	Certification from the Purchasing Department/Office that the supplier has complied with all the requirement under original contract
	Copy of Original Contract/PO
	Justification for re-ordering
	Purchase Request
	Requisition and Issue Slip(common use supplies and Equipment
	Authenticated Copy of APP/PPMP
Checked by	y: Date:





VARIATION ORDER INFRASTRUCTURE

 Copy of Approved Change Order/Extra Work Order
Copy of approved original plans indicating the affected portions of the project duly revised plans and specifications, if applicable indicating the changes made which shall be color coded Copy of Agency's report establishing the necessity/justification for the need of such CO/EWO which shall include: a) computation as to the quantities of the additional works involved per items indicating the specific stations where such works are needed: b) date of inspection conducted and the result of inspection; c) detailed estimate of the unit cost of such items of work for new unit cost including those expressed in volume/area/lump-sum//lot
Copy of 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 of the additional/deductive time for the subject change order/ extra work order
 Copy of detailed breakdown of contract cost for the variation order
 Additional Performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract costs Authenticated Copy of NTP
 Authenticated Copy of Approved Work Order Authenticated Copy of APP
 Addictionated copy of AFF

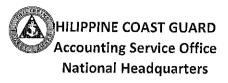




PROCUREMENT CHECKLIST

AMENDMENT TO ORDER

	Copy of Approved Amendment to Order Copy of approved original plans indicating the affected portions of the project duly revised plans and specifications, if applicable indicating the changes made
•	Copy of Agency's report establishing the necessity/justification for the need of such Amendment which shall include: a) computation as to the quantities of the additional works involved per items indicating the specific stations where such works are needed: b) date of inspection conducted and the result of inspection; c) detailed estimate of the unit cost of such items of work for new unit cost including those expressed in volume/area/lump-sum//lot
	Copy of detailed breakdown of contract cost for the Amendment to order
	CAF from Chief Accountant Authenticated Copy of NTP Authenticated Copy of Approved Work Order Authenticated Copy of APP
Checked by	,,





PROGRESS BILLING

	Disbursement Voucher
	Obligation Request
	Letter request from Contractor for progress payment
	Statement of Work Accomplished
	Inspection Report by CGIDS
	Result of test analysis, if applicable
	Statement of Time elapsed
	Monthly Certificate of Payment
	Contractor's Affidavit on payment of laborers and materials
	Pictures before, during and after construction of items of work especially embedded items
	Authenticated Copy of DV previous payments
	Authenticated Copy of NTP
-	Authenticated Copy of Approved Work Order
	Certificate of Completion
Checked by:_	Date:

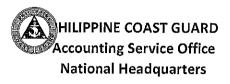




PROCUREMENT CHECKLIST

FINAL BILLING

	Disbursement Voucher
	Obligation Request
	Letter request from Contractor for final payment
	Statement of Work Accomplished
	Inspection Report by CGIDS
	Result of test analysis, if applicable
	Statement of Time elapsed
	Monthly Certificate of Payment
	Contractor's Affidavit on payment of laborers and materials
	Pictures before, during and after construction of items of work especially embedded items
	Certificate of Completion
	As-built plan
	Warranty Security
	Clearance from Provincial Treasurer of the corresponding sand and gravel fees have been paid, if applicable Copy of turn over documents/transfer of project and facilities such as motor vehicles, laptops, other equipment and furniture included in the contract to concerned government agency, if applicable
	Authenticated Copy of DV previous payments
	Authenticated Copy of NTP
	Authenticated Copy of Approved Work Order
	Authenticated Copy of APP
	• •
Checked b	y:Date:





RELEASE OF RETENTION MONEY

Checked by:_	Date:
	,
	Authenticated Copy of Paid DV on progress paymen with retention
	completed and inspected Authenticated Copy of Paid DV on final payment
	Certification from the end-user that the project is
	Letter request for substitution
	Obligation Request
	Disbursement Voucher

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	Accounting			
T TO A . A . A . A . A . A . A . A . A . A	National H	eadqu	iarters	County And
				\$ 1
***************************************	PROCUREME	NTC	HECKLIST	
	PUBLIC BIDE	JING -	GOODS	
Die	sbursement Voucher			The state of the s
	ligation Request			PhilGEPS Registration(Platinum Members)
	rentory Custodian Slip (ICS), for semi-expendable property			SEC/DTI Certificate
	operty Acknowledgment Receipt(PAR), For PPE	ndana.		Mayor's Permit
				Tax Clearance approved by the BIR
	pection and Acceptance Report rtificate of Acceptance			Audited Financial Statement
**************************************	1 A A A A A A A A A A A A A A A A A A A			Statement or List of all Completed and Ongoing
	ginal Sales invoice(goods)			Contracts/Projects
	ginal Delivery Receipts(goods)/Billing Statement(services)			Statement of Single Largest Completed Contract(Si
	otographs(Before and After)	4	-	Net Financial Contracting Capacity(NFCC)
	nted copy of posting of Notice of Award, Notice to	.72 27874		Joint Venture Agreement(JVA), if applicable
	ceed and Contract of award in the PhilGEPS			Bid Security in Prescribed Form
	tice to Proceed, indicating the date of receipt by the			Technical Specifications
avavaravavarifya. 🗚 🍇 🕰 🚠 🧀 🛦	tractor	********		Results of Eligibility Check/Screening
	chase Order/Work Order	4	-	Minutes of Bid Opening
	proved Contract			Supplemental/Bid Bulletins, if any
- to the second	alled Breakdown of ABC			Minutes of Pre-Bid Conference (Approved Budget
	tice of Award			for Contract P1.0 million and above)
	formance Security/Bond			PhilGEPS
	Resolution recommending approval and approval by	J		BAC Resolution
	HOPE of the Procuring Entity of the Resolution of the		A Cale of the	Minutes of Pre-procurement Conference for
BAC	recommending award of contract			projects costing above 5Million& above-
\$	Ice of Post Qualification			infrastructure,2Million &above-goods,and
BAC	Resolution Declaring Lowest Bid		1	TWG Resolution
Pos	t-Qualification Report of TWG		AL COLOR	Approved DF
Abs	tract of Bids as Calculated			Purchase Request
Bid	Evaluation Report			RIS of supplies, materials and equipment(common-
Abs	tract of Bids as Read		Average A	use supplies and equipment)
Bido	der's Price as Read	1		Procurement Directive
Bid	Form		ļ	Authenticated Copy of APP/PPMP and any amendm
TEC	HNICAL COMPONENTS]*************************************		AND THE RESIDENCE OF THE PROPERTY OF THE PROPE
Omi	nibus Sworn Statement			77 (17 (17 (17 (17 (17 (17 (17 (17 (17 (
Cert	ificate of Non-Pending Case against the GOP			
				100 100 100 100 100 100 100 100 100 100
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	PHILIPPINE COA	ST GUARD	
	Accounting Serv	vice Office	
	National Head	guarters	*****
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	PROCUREMENT	CHECKIIST	PEACE
,	11 11 11 11 11 11 11 11 11 11 11 11 11	A MAY	
	PUBLIC BIDDING -INI	RASTRUCTURE	
	THE HARMONIAN AND ADDRESS OF THE RESIDENCE OF THE PROPERTY OF		
	Disbursement Voucher	Philippine Contractors Accreditation Board(PCAB) PhilGEPS Registration(Platinum Members)	LIC
	Obligation Request	SEC/DTI Certificate	.,,,
	Inspection and Acceptance Report		
	Certificate of Acceptance	Mayor's Permit Tax Clearance approved by the BIR	
	Original Sales Invoice(goods)		
	Original Delivery Receipts(goods)/ Billing Statement(services)	Audited Financial Statement	
	Photographs (Before and After)	Statement or List of all Completed and Ongoing	
	Printed copy of posting of Notice of Award, Notice to	Contracts/Projects	
	Proceed and Contract of award in the PhilGEPS		الماذ
****	Notice to Proceed, indicating the date of receipt by the	Net Financial Contracting Capacity(NFCC)	
	contractor	Joint Venture Agreement(JVA), if applicable	
	Purchase Order/Work Order	Bid Security in Prescribed Form	****
		Technical Specifications and Scope of Work	
	Approved Contract Detailed Breakdown of ABC	Results of Eligibility Check/Screening	
	Notice of Award	Minutes of Bid Opening	
-		Supplemental/Bid Bulletins, if any	
	Program of Works and Detailed Estimates	Minutes of Pre-Bid Conference(Approved Budget	
	Performance Security/Bond	for Contract P1.0 million and above)	2.171
	Copy of the Approved PERT/CPM Network Diagram and	Printout copy of advertisement posted in the	
	Detailed computations of the Contract time	BAC Resolution	
	BAC Resolution recommending approval and approval by	Minutes of Pre-procurement Conference for	
	the HOPE of the Procuring Entity of the Resolution of the	projects costing above 5Million& above-	
	BAC recommending award of contract	Infrastructure,2Million &above-goods,and	
	Notice of Post Qualification	TWG Resolution	
	BAC Resolution Declaring Lowest Bid	Approved DF	
	Post-Qualification Report of TWG	Purchase Request	
	Abstract of Bids as Calculated	Detailed Cost Estimate	*****
	Bld Evaluation Report	Scope of Works	
	Abstract of Bids as Read	Plans and Drawings	
	Bidder's Price as Read	RIS of supplies, materials and equipment(commor	-
	Bid Form	use supplies and equipment)	
	TECHNICAL COMPONENTS	Procurement Directive	TV -
	Omnibus Sworn Statement	Authenticated Copy of APP/PPMP and any amenda	ne
	Certificate of Non-Pending Case against the GOP		
	Project Requirements	# 1	
		Checked by: Date:	

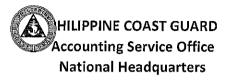




PROCUREMENT CHECKLIST

LEASE OF REAL PROPERTY (PRIVATELY-OWNED) PREPAYMENTS (PREPAID RENT 19902020 00)

Disbursement Voucher	
Ohligation Request	
Opinional Dillion Statement	
Notice to proceed	
Durchase Order/DO\/ Contract	
PhilGEPS Award Notice Abstract (above 50K)	
Nation of Assemblished	
Notice of Award(NOA)	
Mayors Permit	
DTI/SEC Registration	
Certificate of PhilGEPS Registration	
Income Tax Return (ITR)duly Received by BIR	
BAC Resolution Recommending Award of Contract	
Abstract of Canvass	
Duly evaluated Appendix B of Annex H(Rating Factor and determination of reasonableness of Rental Rates)	
Pictures of Office Space	
Request for Quotation/Canvass from atleast 3 Lessor	
Justification resorting to lease of privately-owned real property	
BAC Resolution Resorting Alternative Method of Procurement"Lease of Real Property "	
Purchase Request	
Authenticated Copy of PPMP	
Authenticated Copy of APP	
Checked by: Date:	
Date.	





ADVANCE PAYMENT

	Disbursement Voucher Obligation Request Letter request from Contractor for Advance payment Irrevocable Standby Letter of credit/securety bond/bank guarantee Authenticated Copy of NTP Authenticated Copy of Approved Work Order
Checked by:	Authenticated Copy of APP Date:





MOOE CHECKLIST

ESTABLISHMENT OF PETTY CASH FUND ADVANCES TO OFFICERS AND EMPLOYEES 1990104000

	Disbursement Voucher Obligation Request Approved estimates of petty expenses for 1 month Authenticated Copy of Office Order as PCF Custodian Authenticated Bond Application/Confirmation Letter Photocopy of ATM
	Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books/Certification of no money accountability
Checked by: Date:	





MOOE CHECKLIST

CASH ADVANCE- TRAVEL LOCAL Advances to Officers and Employees 1990104000

	Disbursement Voucher
	Obligation Request
	Office Order/Travel Order
	Duly Approved itinerary of travel
	Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books
	Authenticated APP
`heċke	ed by: Date:





MOOE CHECKLIST

CASH ADVANCE- TRAVEL FOREIGN ADVANCES TO OFFICERS AND EMPLOYEES 1990104000

Chec	ked by: Date:
	Authenticated Copy of APP
· .a.a. bava .ea la	books
	advance has been liquidated and accounted for in the
	Certification from the Accountant that the previous cash
	seminars/training
	Programme Agenda and Logistics Information, <i>in case of</i>
. a. da arres an arr a r	the foreign country)
	Acceptance by the nominees as participants(issued by
	(issued by the foreign country), in case of seminars/trainir
5.4e-sei	Invitation addressed to the agency inviting participants
	under Section 10(a) of EO No. 77
	expenses subject to the approval of the authorities listed
	date of grant of cash advance where applicable, authority to claim representation
	Document to show dollar to peso exchange rate at the
	computation of DSA to be claimed
	allowance(DSA) for the country of destination for the
TANK AND	Copy of UNDP Rate for the daily subsistence
	office/travel agency
,	Flight itinerary issued by the airline/ticketing
	or its equivalent
	For plane fare, quotations from three(3) travel agencies
-	country/agency/organization
	Letter of Invitation of host/sponsoring
	Duly Approved itinerary of travel
-	Office Order/Travel Order
	Certificate of Veracity
-	Obligation Request
	<u>Disbursement Voucher</u>





MOOE CHECKLIST

ADVANCES TO PS-DBM DUE FROM NGAs (PS-DBM) 1030301000

	Disbursement Voucher		
	Obligation Request		
	Approved APR		
	Certification from CG-4		
	DF from CG-4		
	Authenticated APP/PPMP		
Checke	ed by:	Date:	





CHECKLIST

FUND TRANSFERS TRANSFER OF FUNDS TO IMPLEMENTING AGENCIES

IRA	INSPER OF FUNDS TO IMPLEMENTING AGENCIES	
	Disbursement Voucher Obligation Request Authenticated Copy of MOA/Trust Agreement Authenticated Copy of Approved Program of Work Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output Authenticated Copy of APP	
Checked by: Date:		





MOOE CHECKLIST

SPECIAL CASH ADVANCE ADVANCES TO OFFICERS AND EMPLOYEES 1990104000

	Disbursement Voucher Obligation Request Program of Expenditures (POE) Approved Recapitulation of estimates if the cash advance is for labor
<u> </u>	Authenticated Copy of Office Order as Special Disbursing Officer indicating the maximum accountability and purpose of cash advances Authenticated Bond Application/Confirmation Letter Photocopy of ATM
	Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books/Certification of no money accountability Authenticated Copy of APP/PPMP
Checked by: Date:	