



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> St., Port Area  
1018 Manila

NHQ-PCG

23 November 2020

**STANDING OPERATING PROCEDURES**  
**NUMBER 13-20**

**Documentary Requirements for Common Government Transactions**

**I. REFERENCES:**

- 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. PURPOSE:**

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. DEFINITION OF TERMS:**

- 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.

R E S T R I C T E D

- 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.

R E S T R I C T E D

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:**

1. 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.
3. 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.

R E S T R I C T E D

- 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:**

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

  
**LIEZEL B BAUTISTA**  
**CDR PCG**  
Coast Guard Adjutant *or 11/14/20*

*Encl: Annex Pages 1-68*



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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 transferees(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

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**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**

- Disbursement Voucher
- Obligation Request
- Clearance from money, property, legal accountabilities
- Approved DTR
- Certificate of Last Payment issued by CGFC
- Authenticated Special Order

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**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

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**PS CHECKLIST**

**CLOTHING ALLOWANCE**

- Disbursement Voucher
- Obligation Request
- Clothing/Uniform Allowance Payroll
- Payroll Register

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**PS CHECKLIST**

**LONGEVITY PAY**

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

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**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 agency accountant that the amount being claimed is within the limitation under GAA of PHP4,000.00 per month
- \_\_\_\_\_ Payroll Register

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**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

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**PS CHECKLIST**

**HAZARDOUS DUTY PAY(MC 10-19)**

- Disbursement Voucher
- Obligation Request
- Payroll Register
- Order issued by appropriate approving authority authorizing the officers and Non-officers concerned to perform hazardous duty(ies)
- Order issued 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
- Certificate from the Unit Commander that the claimant did not gone, AWOL, Leave, Furlough, etc.
- Authenticated Payslip
- Morning Report
- Certification from Finance

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**PS CHECKLIST**

**YEAR-END BONUS AND CASH GIFT**

- Disbursement Voucher
- Obligation Request
- Payroll Register/Payroll Computation

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**PS CHECKLIST**

**MID-YEAR BONUS**

- Disbursement Voucher
- Obligation Request
- Payroll Register/Payroll Computation

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**PS CHECKLIST**

**RETIREMENT BENEFITS**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ Updated Service Record indicating the number of days on leave without pay/Statement of Service
- \_\_\_\_\_ Retirement Application
- \_\_\_\_\_ Special Order
- \_\_\_\_\_ Command Clearance from Money/property accountability & administrative/criminal liability
- \_\_\_\_\_ Unit Clearance from Money/property accountability
- \_\_\_\_\_ SALN
- \_\_\_\_\_ Retirement Gratuity Computation
- \_\_\_\_\_ Affidavit of Undertaking for authority to deduct accountabilities (if applicable)
- \_\_\_\_\_ Certificate of Last Payment
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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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**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

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**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

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**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

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**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

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**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

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**PS CHECKLIST**

**PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT (PCIE)**

- Disbursement Voucher
- Obligation Request
- Payroll/List of Items
- Order of CGMC and/or CGOC(Authenticated by CGAO)
- Original Disposition Form

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**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

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**MOOE CHECKLIST**

**UTILITY EXPENSES**  
**WATER EXPENSES 5020401000**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ Statement of Account/Bill (Validated)
- \_\_\_\_\_ Authenticated Copy of APP
- \_\_\_\_\_ Contract (if applicable)
- \_\_\_\_\_ Certificate of Tax Exemption (if applicable)

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**MOOE CHECKLIST**

**UTILITY EXPENSES**

**ELECTRICITY EXPENSES 5020402000**

- Disbursement Voucher
- Obligation Request
- Statement of Account/Bill (Validated)
- Authenticated Copy of APP
- Contract (if applicable)
- Certificate of Tax Exemption (if applicable)

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**MOOE CHECKLIST**

**COMMUNICATIONS EXPENSES**  
**INTERNET SUBSCRIPTION EXPENSES 5020503000**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ Summary of Expenses
- \_\_\_\_\_ Statement of Account/Bill (Validated)
- \_\_\_\_\_ Authenticated Copy APP
- \_\_\_\_\_ Contract (if applicable)

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**MOOE CHECKLIST**

**COMMUNICATIONS EXPENSES**

**CABLE, SATELLITE, TELEGRAPH AND RADIO 5020504000**

- Disbursement Voucher
- Obligation Request
- Summary of Expenses
- Statement of Account/Bill (Validated)
- Authenticated Copy APP
- Contract (if applicable)

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**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

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**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

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### **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

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**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 the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed 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 or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day
- \_\_\_\_\_ Certificate of Travel Completed (CTC) (Appendix 47)
- \_\_\_\_\_ Certificate of Appearance/Attendance
- \_\_\_\_\_ RER/Certification of expenses not requiring receipts
- \_\_\_\_\_ Paper/Electronic plane tickets, boat or bus tickets, boarding pass
- \_\_\_\_\_ Terminal fee
- \_\_\_\_\_ Approved Itinerary of travel
- \_\_\_\_\_ Approved Office/Travel Order
- \_\_\_\_\_ Authenticated APP

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**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

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**MOOE CHECKLIST**

**BUILDING/EQUIPEMENT RENTAL**  
**RENT/LEASE EXPENSES 5029905000**

- Disbursement Voucher
- Obligation Request
- Billing Statement (Validated)
- Authenticated Copy of Notarized Contract of Lease
- Authenticated Copy APP

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**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

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**MOOE CHECKLIST**

**SALARY OF CONTRACTUAL/COS**  
**OTHER PROFESSIONAL SERVICES 5021199000**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ Payroll Summary
- \_\_\_\_\_ Approved DTR
- \_\_\_\_\_ Authenticated Copy APP

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**PHILIPPINE COAST GUARD**  
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**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

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**MOOE CHECKLIST**

**SANITARY SERVICES**

**ENVIRONMENT/SANITARY SERVICES 5021201000**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ Payroll
- \_\_\_\_\_ DTR
- \_\_\_\_\_ Copy of Contract of Service
- \_\_\_\_\_ Authenticated APP

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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

**Additional Requirements:**

- \_\_\_\_\_ *(accommodation 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*

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**MOOE CHECKLIST**

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

- Disbursement Voucher
  - Contribution Premium
  - Amortization Contribution
  - MASS Contribution
  - Other Schedules(pls. specify)
- 

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**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

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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

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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
- \_\_\_\_\_ 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
- \_\_\_\_\_ Narrative report on trip undertaken/Report on Participation
- \_\_\_\_\_ Certificate of Travel Completed (CTC) (Appendix 47)

**Additional Requirements:**

*(Accommodation 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*
- \_\_\_\_\_ *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*

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**MOOE CHECKLIST**

**LIQUIDATION OF CASH ADVANCE-LOCAL  
TRAVELING EXPENSES- LOCAL 5020101000**

- \_\_\_\_\_ Liquidation Report
- \_\_\_\_\_ Authenticated Copy of Disbursement Voucher
- \_\_\_\_\_ Authenticated Copy of Obligation Request
- \_\_\_\_\_ Valid 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 change of schedule
- \_\_\_\_\_ Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed 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 or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day
- \_\_\_\_\_ Certificate of Travel Completed (CTC) (Appendix 47)
- \_\_\_\_\_ Certificate of Appearance/Attendance
- \_\_\_\_\_ RER/Certification of expenses not requiring receipts
- \_\_\_\_\_ Paper/Electronic plane tickets, boat or bus tickets, boarding pass
- \_\_\_\_\_ Terminal fee

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**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

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**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

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**PROCUREMENT CHECKLIST**

**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(NO A)
- \_\_\_\_\_ Mayors Permit
- \_\_\_\_\_ Certificate of PhilGEPS Registration
- \_\_\_\_\_ BAC Resolution Recommending Award of Contract
- \_\_\_\_\_ PICC Quotation
- \_\_\_\_\_ 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

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**PROCUREMENT CHECKLIST**

**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(succeeding repair)
- \_\_\_\_\_ Authenticated Copy of PAR of Motor Vehicle/Equipment
- \_\_\_\_\_ Authenticated Copy of APP/PPMP

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**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(NO A)
- \_\_\_\_\_ 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

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**PROCUREMENT CHECKLIST**

**REIMBURSEMENT**

**SUPPLIES, MATERIALS & REPRESENTATION EXPENSES**

*For Offices and Units without PCF and Emergency Cases*

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

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**PROCUREMENT CHECKLIST**

**SMALL VALUE PROCUREMENT  
 INFRASTRUCTURE**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ Inspection and Acceptance Report/Certificate of Acceptance
- \_\_\_\_\_ Certificate of Completion
- \_\_\_\_\_ Pictures(before and after)
- \_\_\_\_\_ Original Billing Statement(services)/Invoice(goods)
- \_\_\_\_\_ Delivery Receipt(goods)
- \_\_\_\_\_ Notice to proceed
- \_\_\_\_\_ Purchase Order(PO)/ Contract
- \_\_\_\_\_ PhilGEPS Award Notice Abstract (above 50K)
- \_\_\_\_\_ Notice of Award(NO A)
- \_\_\_\_\_ Mayors Permit
- \_\_\_\_\_ DTI/SEC Registration
- \_\_\_\_\_ Certificate of PhilGEPS Registration
- \_\_\_\_\_ Income Tax Return (ITR) duly Received 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 Alternative Method of Procurement"Small Value Procurement"
- \_\_\_\_\_ TWG Resolution
- \_\_\_\_\_ Purchase Request
- \_\_\_\_\_ Detailed Cost Estimate
- \_\_\_\_\_ Scope of Works with PERT/CPM
- \_\_\_\_\_ Procurement Directives
- \_\_\_\_\_ Authenticated Copy of APP/PPMP

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**PROCUREMENT CHECKLIST**

**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

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**PROCUREMENT CHECKLIST**

**SHOPPING Sec.52.1(a) UNFORESEEN CONTINGENCY**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
  
- \_\_\_\_\_ 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(NOAA)
- \_\_\_\_\_ 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

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**PROCUREMENT CHECKLIST**

**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
- \_\_\_\_\_ 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

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**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

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**PROCUREMENT CHECKLIST**

**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 substitute can be obtained at more advantageous terms to the government
- \_\_\_\_\_ Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government
- \_\_\_\_\_ Request for Quotation with terms and conditions of sale
- \_\_\_\_\_ BAC Resorting to Direct Contracting
- \_\_\_\_\_ Purchase Request / Job Work Request
- \_\_\_\_\_ Authenticated Copy of APP/PPMP

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**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
- \_\_\_\_\_ Notice to proceed
- \_\_\_\_\_ Purchase Order(PO)and/or Contract
- \_\_\_\_\_ PhilGEPS Award Notice Abstract (above 50k)
- \_\_\_\_\_ Notice of Award(NO A)
- \_\_\_\_\_ 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

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**PROCUREMENT CHECKLIST**

**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

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**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

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## **PROCUREMENT CHECKLIST**

### **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

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**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

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**PROCUREMENT CHECKLIST**

**RELEASE OF RETENTION MONEY**

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

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**PROCUREMENT CHECKLIST**

**PUBLIC BIDDING -GOODS**

Disbursement Voucher	PhilGEPS Registration(Platinum Members)
Obligation Request	SEC/DTI Certificate
Inventory Custodian Slip (ICS),for semi-expendable property	Mayor's Permit
Property Acknowledgment Receipt(PAR), For PPE	Tax Clearance approved by the BIR
Inspection and Acceptance Report	Audited Financial Statement
Certificate of Acceptance	Statement or List of all Completed and Ongoing Contracts/Projects
Original Sales Invoice(goods)	Statement of Single Largest Completed Contract(SLCC)
Original Delivery Receipts(goods)/ Billing Statement(services)	Net Financial Contracting Capacity(NFCC)
Photographs(Before and After)	Joint Venture Agreement(JVA), if applicable
Printed copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Bid Security in Prescribed Form
Notice to Proceed, indicating the date of receipt by the contractor	Technical Specifications
Purchase Order/Work Order	Results of Eligibility Check/Screening
Approved Contract	Minutes of Bid Opening
Detailed Breakdown of ABC	Supplemental/Bid Bulletins, if any
Notice of Award	Minutes of Pre-Bid Conference( Approved Budget for Contract P1.0 million and above)
Performance Security/Bond	PhilGEPS
BAC Resolution recommending approval and approval by the HOPE of the Procuring Entity of the Resolution of the BAC recommending award of contract	BAC Resolution
Notice of Post Qualification	Minutes of Pre-procurement Conference for projects costing above 5Million & above- infrastructure, 2Million & above- goods, and
BAC Resolution Declaring Lowest Bid	TWG Resolution
Post-Qualification Report of TWG	Approved DF
Abstract of Bids as Calculated	Purchase Request
Bid Evaluation Report	RIS of supplies, materials and equipment(common-use supplies and equipment)
Abstract of Bids as Read	Procurement Directive
Bidder's Price as Read	Authenticated Copy of APP/PPMP and any amendment
Bid Form	
<b>TECHNICAL COMPONENTS</b>	
Omnibus Sworn Statement	
Certificate of Non-Pending Case against the GOP	
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**PROCUREMENT CHECKLIST**

**PUBLIC BIDDING -INFRASTRUCTURE**

		Philippine Contractors Accreditation Board(PCAB)License
	Disbursement Voucher	PhilGEPS Registration(Platinum Members)
	Obligation Request	SEC/DTI Certificate
	Inspection and Acceptance Report	Mayor's Permit
	Certificate of Acceptance	Tax Clearance approved by the BIR
	Original Sales Invoice(goods)	Audited Financial Statement
	Original Delivery Receipts(goods)/ Billing Statement(services)	Statement or List of all Completed and Ongoing Contracts/Projects
	Photographs (Before and After)	Statement of Single Largest Completed Contract(SLCC)
	Printed copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PhilGEPS	Net Financial Contracting Capacity(NFCC)
	Notice to Proceed, indicating the date of receipt by the contractor	Joint Venture Agreement(JVA), if applicable
	Purchase Order/Work Order	Bid Security in Prescribed Form
	Approved Contract	Technical Specifications and Scope of Work
	Detailed Breakdown of ABC	Results of Eligibility Check/Screening
	Notice of Award	Minutes of Bid Opening
	Program of Works and Detailed Estimates	Supplemental/Bid Bulletins, if any
	Performance Security/Bond	Minutes of Pre-Bid Conference( Approved Budget for Contract P1.0 million and above)
	Copy of the Approved PERT/CPM Network Diagram and Detailed computations of the Contract time	Printout copy of advertisement posted in the BAC Resolution
	BAC Resolution recommending approval and approval by the HOPE of the Procuring Entity of the Resolution of the BAC recommending award of contract	Minutes of Pre-procurement Conference for projects costing above 5Million& above-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
	Bid Evaluation Report	Scope of Works
	Abstract of Bids as Read	Plans and Drawings
	Bidder's Price as Read	RIS of supplies, materials and equipment(common-use supplies and equipment)
	Bid Form	Procurement Directive
	<b>TECHNICAL COMPONENTS</b>	Authenticated Copy of APP/PPMP and any amendment
	Omnibus Sworn Statement	
	Certificate of Non-Pending Case against the GOP	
	Project Requirements	
		Checked by: _____ Date: _____



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**PROCUREMENT CHECKLIST**

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

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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

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## **PROCUREMENT CHECKLIST**

### **ADVANCE PAYMENT**

- \_\_\_\_\_ Disbursement Voucher
- \_\_\_\_\_ Obligation Request
- \_\_\_\_\_ Letter request from Contractor for Advance payment
- \_\_\_\_\_ Irrevocable Standby Letter of credit/security bond/bank guarantee
- \_\_\_\_\_ Authenticated Copy of NTP
- \_\_\_\_\_ Authenticated Copy of Approved Work Order
- \_\_\_\_\_ Authenticated Copy of APP

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**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

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**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

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**MOOE CHECKLIST**

**CASH ADVANCE- TRAVEL FOREIGN**

**ADVANCES TO OFFICERS AND EMPLOYEES 1990104000**

- Disbursement Voucher
- Obligation Request
- Certificate of Veracity
- Office Order/Travel Order
- Duly Approved itinerary of travel
- Letter of Invitation of host/sponsoring country/agency/organization
- For plane fare, quotations from three(3) travel agencies or its equivalent
- Flight itinerary issued by the airline/ticketing office/travel agency
- Copy of UNDP Rate for the daily subsistence allowance(DSA) for the country of destination for the computation of DSA to be claimed
- Document to show dollar to peso exchange rate at the date of grant of cash advance 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 by the nominees as participants(issued by the foreign country)
- Programme Agenda and Logistics Information, **in case of seminars/training**
- Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books
- Authenticated Copy of APP

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**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

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**CHECKLIST**

**FUND TRANSFERS**

**TRANSFER 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

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**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
- \_\_\_\_\_ 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

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