



(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

JCT

Department of Education
National Capital Region
RELEASED
By: [Signature] Title: [Signature]
06 FEB 2019

MEMORANDUM - 09

TO : ALL REGIONAL OFFICIALS AND EMPLOYEES

FROM : **WILFREDO E. CABRAL**
Officer-in-Charge, Office of the Regional Director

SUBJECT : **CHECKLIST OF REQUIREMENTS FOR ATTACHMENTS OF CLAIMS**

DATE : January 25, 2019

Please be informed that effective January 28, 2019, all claims for processing at Finance Division must have:

1. **Obligation Request and Status** (ORS) with **Box A**, duly signed by head of requesting office or authorized representative,
2. **Disbursement Vouchers** (DV) with **Box A**, duly signed by head of requesting office or authorized representative,
3. **Budget Utilization Request and Status (BUR)** instead of Obligation Request and Status (ORS) shall be used for RELC transactions with **Box A** duly signed by **HRDD-NEAP-NCR Chief** or authorized representative,
4. **Only documents covered by applicable checklist with supporting documents** shall be accepted for processing and will be given appropriate action,
5. **All ORS, DVs, BURS, checklist and supporting documents must be submitted** in two copies, original copy for COA file and duplicate copy for accounting file.

The Liquidation Report of Cash Advances for Special Purpose must be submitted with checklist and applicable supporting documents; as soon as the purpose of the cash advance has been served.

The forms, checklist, supporting documents and references can be accessed thru the link – <http://bit.ly/DOCUMENTSCHECKLIST>.

FDmemo19-01



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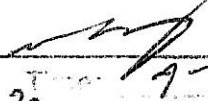
Department of Education
National Capital Region

MEMORANDUM -04

TO : ALL REGIONAL OFFICIALS AND EMPLOYEES

RELEASED

FROM : 
WILFREDO E. CABRAL
Officer-in-Charge, Office of the Regional Director

By: 
Date: 06 FEB 2019

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DATE : January 25, 2019

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FDmemo19-01



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST OF SUPPORTING DOCUMENTS
TRAVELLING EXPENSES

Name: _____

Division: _____

List of Documents

Remarks

_____ 1) DepEd Memorandum/Reference	_____
_____ 2) Letter of Invitation	_____
_____ 3) Travel Order	_____
_____ 4) Appendix A	_____
_____ 5) Airfare Ticket	_____
_____ 6) Bus/Boat Ticket	_____
_____ 7) Boarding Pass (2)	_____
_____ 8) Taxi fare - RER (for Php300.00 above)	_____
_____ 9) Taxi Fare - Certification of Expenses (for Php300.00 below)	_____
_____ 10) Certificate of Appearance/Participation	_____
_____ 11) Appendix B	_____
_____ 12) Disbursement Voucher	_____
_____ 13) Obligation Request Slip (ORS)	_____
_____ 14) Liquidation Report (LR)	_____
_____ 15) Others	_____
a) Certification of no unliquidated cash advance (for C/A)	_____



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST OF SUPPORTING DOCUMENTS
Procurement/Reimbursement of Supplies and Materials

Payee: _____

Division/Unit: _____

<u>List of Documents</u>	<u>Remarks</u>
_____ 1) Memorandum/Reference	_____
_____ 2) Budget Request/Proposal	_____
_____ 3) Work Financial Plan (WFP)	_____
_____ 4) Project Procurement Management Plan (PPMP)	_____
_____ 5) Purchase Request (PR)	_____
_____ 6) Authority to Conduct (ATC)	_____
_____ 7) Activity Request (AR)	_____
_____ 8) Philgephs Prinout	_____
_____ 9) Canvass/Quotations	_____
_____ 10) Abstract of Bids	_____
_____ 11) BAC Resolution	_____
_____ 12) JO/PO/Contract	_____
_____ 13) NOA/NTP	_____
_____ 14) Delivery Receipt	_____
_____ 15) Sales Invoice	_____
_____ 16) Inspection Report	_____
_____ 17) Property Acknowledgement Report	_____
_____ 18) Inventory Custodian Slip	_____
_____ 19) Requisition and Issue Slip	_____
_____ 20) Disbursement Voucher	_____
_____ 21) Obligation Request Slip (ORS)	_____
_____ 22) Others	_____



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST OF SUPPORTING DOCUMENTS
Provision of Board and Lodging/Catering Services

Payee: _____

Division/Unit: _____

<u>List of Documents</u>	<u>Remarks</u>
_____ 1) Memorandum/Reference	_____
_____ 2) Budget Request/Proposal	_____
_____ 3) Work Financial Plan (WFP)	_____
_____ 4) Project Procurement Management Plan (PPMP)	_____
_____ 5) Purchase Request (PR)	_____
_____ 6) Authority to Conduct (ATC)	_____
_____ 7) Activity Request (AR)	_____
_____ 8) Philgephs Prinout	_____
_____ 9) Canvass/Quotations	_____
_____ 10) Abstract of Bids/Quotations	_____
_____ 11) BAC Resolution/RTA	_____
_____ 12) Job Order/Contract	_____
_____ 13) NOA/NTP	_____
_____ 14) Attendance Sheet (Daily/Original Copy)	_____
_____ 15) Billing Request /Statement of Account	_____
_____ 16) Sales Invoice	_____
_____ 17) Program Matrix	_____
_____ 18) Disbursement Voucher	_____
_____ 19) Obligation Request Slip (ORS)	_____
_____ 20) Others	_____



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST OF SUPPORTING DOCUMENTS
Repair and Maintenance of Equipment/Motor Vehicles

Payee: _____

Division/Unit: _____

<u>List of Documents</u>	<u>Remarks</u>
_____ 1) Statement of Account/Bill/Invoices	_____
_____ 2) Budget Request	_____
_____ 3) Work Financial Plan (WFP)	_____
_____ 4) Project Procurement Management Plan (PPMP)	_____
_____ 5) Purchase Request (PR)	_____
_____ 6) Activity Request (AR), if within the WFP	_____
_____ 7) Philgephs Prinout	_____
_____ 8) Canvass/Quotations	_____
_____ 9) Abstract of Bids	_____
_____ 10) BAC Resolution	_____
_____ 11) Jon Order/Contract	_____
_____ 12) NOA/NTP	_____
_____ 13) Copy of the pre-repair evaluation report and approved detailed plans/extent of repair to be done	_____
_____ 14) Report of waste materials	_____
_____ 15) Copy of documents indicating the history of repair	_____
_____ 16) Pre-Repair inspection reports	_____
_____ 17) Post inspection reports	_____
_____ 18) warranty certificate	_____
_____ 19) Certificate of Acceptance	_____
_____ 20) Disbursement Voucher	_____
_____ 21) Obligation Request Slip (ORS)	_____
_____ 22) Others	_____



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST OF SUPPORTING DOCUMENTS
Honorarium of Resource Speaker

Payee: _____

Division/Unit: _____

<u>List of Documents</u>	<u>Remarks</u>
_____ 1) Memorandum re: Seminar/Workshop/Training	_____
_____ 2) Budget Request/Proposal	_____
_____ 3) Work Financial Plan (WFP)	_____
_____ 4) Project Procurement Management Plan (PPMP)	_____
_____ 5) Purchase Request (PR)	_____
_____ 6) Authority to Conduct (ATC)	_____
_____ 7) Activity Request (AR)	_____
_____ 8) Letter of Invitation	_____
_____ 9) Contract of Service	_____
_____ 10) Terms of Reference (TOR)	_____
_____ 11) Curriculum Vitae	_____
_____ 12) Accomplishment Report	_____
_____ 13) Program Matrix	_____
_____ 14) Acknowledgement Receipt	_____
_____ 15) Disbursement Voucher	_____
_____ 16) Obligation Request Slip (ORS)	_____
_____ 17) Others	_____



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST OF SUPPORTING DOCUMENTS
Grant of Cash Advance - Special Programs/Projects

Name: _____
Division: _____

<u>List of Documents</u>	<u>Remarks</u>
_____ 1) DepEd Memorandum/Reference	_____
_____ 2) Authority to Hold Cash advance	_____
_____ 3) Certification from the Accountant that previous cash advance	_____
_____ 4) have been liquidated and accounted for in the books	_____
_____ 5) Disbursement Voucher	_____
_____ 6) Obligation Request Slip (ORS)	_____
_____ 7) Other documents:	_____
Honorarium - Checklist for Resource Speakers	_____
Travelling - Checklist for Travelling Expenses	_____
Supplies - Checklist for supplies and materials	_____
Meals - Checklist for catering services	_____

Reminders:

- > No cash advance shall be given unless for a legally authorized specific purpose.
- > No additional cash advance shall be allowed unless the previous cash advance given to him is first liquidated and accounted for in the books.
- > A cash advance shall be reported as soon as the purpose for which it was given has been served.



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

APPENDIX A

Name : _____
Purpose of Travel: _____

Date	Places to be Visited	Time		Means of Transport	Travel Allowance		Total
		Departure	Arrival		Fare	Per Diem	
Total							P

I certify that: (a) I have reviewed the foregoing itinerary
(b) the travel is necessary to the service, (c.) the period covered
is reasonable and ; (d) the expenses are claimed proper.

Recommending Approval:

(1) Prepared by:

(2) Approved by:



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

APPENDIX B
(Certificate of Travel Completed)

(Agency Head)

(Station)

(Designation)

(Date)

I hereby certify that I have completed the travel authorized in the Itinerary of Travel under the conditions stated below:

Strictly in compliance with the approved itinerary

Cut short as explained below. Excess payments in the amount of P _____ was refunded under Official Receipt No. _____ dated _____.

Extended as explained below. Additional itinerary was Submitted.

Other deviations as explained below.

A. Explanations or justifications:

B. Evidences of travel attached hereto:

Submitted by:

On evidence and information of which I have knowledge, the travel was actually undertaken.

REIMBURSEMENT EXPENSE RECEIPT

Date:	No.
RECEIVED from _____ <i>(Name & Official Designation)</i>	
the amount of _____ (P _____) _____ <i>(amount in words) (in figures)</i>	
in payment for _____ <i>(payments for subsistence, services, rental or transportation)</i>	
_____ <i>(should show inclusive dates, purpose, distance, inclusive points of travel, etc.)</i>	
PAYEE	
Name/Signature :	_____
Address :	_____
Community Tax No.:	_____
Date of Issue :	_____
Place of Issue :	_____
WITNESS	
Name/Signature :	_____
Address :	_____
Community Tax No.:	_____
Date of Issue :	_____
Place of Issue :	_____

REIMBURSEMENT EXPENSE RECEIPT

Date:	No.
RECEIVED from _____ <i>(Name & Official Designation)</i>	
the amount of _____ <i>(amount in words) (in figures)</i>	
in payment for _____ <i>(payments for subsistence, services, rental or transportation)</i>	
_____ <i>(should show inclusive dates, purpose, distance, inclusive points of travel, etc.)</i>	
PAYEE	
Name/Signature :	_____
Address :	_____
Community Tax No.:	_____
Date of Issue :	_____
Place of Issue :	_____
WITNESS	
Name/Signature :	_____
Address :	_____
Community Tax No.:	_____
Date of Issue :	_____
Place of Issue :	_____

Department of Education
NATIONAL CAPITAL REGION

CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS
Pursuant to COA Circular No 2017-001 dated June 19, 2017

Name of Employee: _____

Office/Division: _____

Particulars:	Amount
Total - Php	

Purpose: _____

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that willful falsification of statements is punishable by law.

Certified Correct: _____ Noted by: _____

Name of Employee
(Signature Over Printed Name)

Date: _____

Name of Immediate Supervisor
(Signature Over Printed Name)

Date: _____

Department of Education
NATIONAL CAPITAL REGION

CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS
Pursuant to COA Circular No 2017-001 dated June 19, 2017

Name of Employee: _____

Office/Division: _____

Particulars:	Amount
Total - Php	

Purpose: _____

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that willful falsification of statements is punishable by law.

Certified Correct: _____ Noted by: _____

Name of Employee
(Signature Over Printed Name)

Date: _____

Name of Immediate Supervisor
(Signature Over Printed Name)

Date: _____



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST FOR PROGRESS BILLING
Procurement thru Public Bidding - Infrastructure

Contractor: _____
Project: _____
School: _____
Location: _____
Contract Amount: _____

<u>List of Documents</u>	<u>Remarks</u>
_____ 1) Billing request of contractor	_____
_____ 2) Certificate of Payment	_____
_____ 3) Statement of Work Accomplishment	_____
_____ 4) NOA	_____
_____ 5) NTP	_____
_____ 6) Pictures of accomplishment	_____
_____ 7) Inspection Report by the Agency's Authorized Engineer	_____
_____ 8) Photocopy of vouchers of all previous payments	_____
_____ 9) Punch List/Inspection Report	_____
_____ 10) Disbursement Voucher	_____
_____ 11) Others	_____



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST FOR FINAL PAYMENT
Procurement thru Public Bidding - Infrastructure

Contractor: _____
Project: _____
School: _____
Location: _____
Contract Amount: _____

<u>List of Documents</u>	<u>Remarks</u>
_____ 1) Billing request of contractor	_____
_____ 2) Certificate of Payment	_____
_____ 3) Certificate of Completion	_____
_____ 4) Approved Contract	_____
_____ 5) Statement of Work Accomplishment	_____
_____ 6) NOA	_____
_____ 7) NTP	_____
_____ 8) Approved Program of Works/Specs	_____
_____ 9) Pictures of accomplishment (before, during and after completion)	_____
_____ 10) Inspection Report by the Agency's Authorized Engineer	_____
_____ 11) Results of Test Analysis, if applicable	_____
_____ 12) Statement of Time Elapsed/Approved Time Extension	_____
_____ 13) Contractor's Affidavit on payment of laborers & materials	_____
_____ 14) Photocopy of vouchers of all previous payments	_____
_____ 15) As built-plans	_____
_____ 16) Warranty Security	_____
_____ 17) Punch List/Inspection Report	_____
_____ 18) Certificate of Final Inspection	_____
_____ 19) Others	_____

Others: Variation Order/Change Order/Extra Work Order

- _____ > Copy of Approved Change Order/Extra Work Order
- _____ > Copy of approved original plans indicating affected portion/s of the project
- _____ > Copy of the agency's report establishing the necessity/justification
- _____ > Copy of the approved/revised PERT/CPM Network Diagram
- _____ > Copy of the approved detailed breakdown of contract cost
- _____ > Additional Performance security, if variation exceeds 10% of the original contract



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST FOR 15% MOBILIZATION FEE

Contractor: _____
Project: _____
School: _____
Location: _____
Contract Amount: _____

List of Documents

Remarks

- | | |
|---|-------|
| 1) Request for advance payment | _____ |
| 2) Approved Contract | _____ |
| 3) NOA | _____ |
| 4) NTP | _____ |
| 5) Bank Guarantee/ Manager's Check/
Surety Bond/Letter of Credit | _____ |



Department of Education
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City

CHECKLIST FOR PAYMENT OF RETENTION

Contractor: _____
Project: _____
School: _____
Location: _____
Contract Amount: _____

List of Documents

Remarks

- | | |
|--|-------|
| _____ 1) Billing request of contractor | _____ |
| _____ 2) Certificate of Completion | _____ |
| _____ 3) Certificate of Final Acceptance | _____ |
| _____ 4) Approved Contract | _____ |
| _____ 5) Surety/Warranty Bond/Bank guarantee | _____ |
| _____ 6) Copy of the certificate of final inspection | _____ |
| _____ 7) Copy of contractor's affidavit on payment of laborers and materials | _____ |



DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City



ORS No. : _____
Date : _____
Fund Source : _____
Organization : _____
Location Code : _____

OBLIGATION REQUEST AND STATUS

Payee	
Office	
Address	

Responsibility Center	Particulars	MFO/P.P.A.	UACS Code	AMOUNT
TOTAL			P	-

A Certified : Charges to appropriation/allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal.

Signature : _____
Printed Name : _____
Position : _____
(Head Requesting Office/Authorized Representative)
Date : _____

B Allotment available and obligated for the purpose/adjustment necessary as indicated above.

Signature : _____
Printed Name : JULIET J. ICAMEN
Position : SAO, Finance Division, OIC
Date : _____

C STATUS OF OBLIGATION

Reference			Amount			
DATE	PARTICULARS	ORS/JEV/RCI/RADAI	OBLIGATION	PAYMENT	NOT YET DUE	Due and Demandable



Republic of the Philippines
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
Misamis St., Bago Bantay, Quezon City



Fund Cluster :

DISBURSEMENT VOUCHER

Date : _____
DV No. _____

MODE OF PAYMENT

MDS Check Commercial Check ADA Others

Payee/Office:	TIN/Employee No.	ORS/BURS No.
---------------	------------------	--------------

Office Address:

PARTICULARS	Responsibility Center	MFO/PAP	AMOUNT
			P -

A CERTIFIED: Expenses/Cash Advance necessary; lawful and incurred under my direct supervision.

B CERTIFIED: Accounting Entry:

Account Title	UACS Code	Debit	Credit
	Total	-	-

C CERTIFIED: Cash Available
 Supporting documents complete and proper
 Subject to Authority to Debit Account (where applicable)

JOEY B. SAN BUENAVENTURA
Accountant III

Date: _____

D Approved for payment:
 Php _____

WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director

E RECEIPT of Payment: P		JEV No. :
Check/ADA No.	Date:	Bank Name LBP, EDSA - Congressional
Signature:	Date:	Printed Name:
Official Receipt No. & Date/Other Documents :		Date :