

Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

February 8, 2021

Division Memorandum
 No. 032, s. 2021

**REITERATION ON THE REVISED DOCUMENTARY REQUIREMENTS FOR
 COMMON GOVERNMENT TRANSACTIONS**

To: Public Elementary and Secondary School Heads
 Administrative Assistant II/ Administrative Assistant III (Finance)
 All Others Concerned

1. In compliance with the fundamental principles governing the financial transactions and operations of any government agency as provided under Section 4 of Presidential Decree (PD) No. 1445, the following are the list of specific documentary requirements for each type of disbursement as prescribed under COA Circular No. 2012-001:

1.1. Procurement of Goods

- Purchase Request (PR)
- Agency Procurement Request (APR - if DBM PS)
- Certificate of non-availability of stocks from DBM PS
- BAC Resolution resorting to Alternative mode of Procurement
- Request for Quotation (RFQ)
- Mayor's/Business Permit (except for gov't agencies)
- PhilGEPS Registration Number (Red/Platinum membership)
- Omnibus Sworn Statement (ABC above ₱50,000.00)
- Income/Business Tax Return (ABC above ₱500,000.00)
- Proof of posting of RFQ, NOA, NTP and PO in the PhilGeps (ABC above ₱50,000.00)
- Post Qualification
- Abstract of Bids
- BAC Resolution to Award (ABC above ₱50,000.00)
- Notice of Award (NOA)
- Purchase Order (for Alternative mode); Contract (for Public Bidding)
- Notice to Proceed (NTP -ABC is ₱10,000.00 and above)
- Delivery Receipt
- Charge Invoice/Statement of Account/Billing Statement
- Inspection and Acceptance Report (IAR)
- Pictures of the items procured
- Suppliers Evaluation Form
- Official Receipt



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Additional documentary requirements: Supplies/Meals and Snacks during trainings/seminars/LAC sessions such as INSET

National/Regional/Division Memo
Activity Request/Proposal (w/ Training Design or matrix/Proposal, List of Participants, Detailed Financial Statements)
Attendance Sheet

Others: When applicable

RIS/ICS

PARE

List of Recipients/Distribution List

Pre Inspection

Pictures during the implementation of repairs and maintenance

Post Inspection

Program of Works

Report of Waste Materials

Certificate of Emergency purchase

1.1.2 Travelling Expenses

National/Regional/Division Memorandum

Approved Authority to Travel

Approved Itinerary of Travel (Appendix A)

Certificate of Travel completed - Appendix B (w/ justification if any)

Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee

Original Certificate of Appearance/ Attendance/Pass slips

1.1.3 Telephone/Communication Services

Billing Statement/Statement of Account

Official Receipt

1.1.4 General Support Services (Janitorial/Security Services)

Contract of Service

Duly accomplished and approved DTR

Accomplishment Report

For Institutional COS:

Purchase Request (PR)

BAC Resolution resorting to Alternative mode of Procurement

Request for Quotation (RFQ)

Mayor's/Business Permit (except for gov't agencies)

PhilGEPS Registration Number (Red/Platinum membership)



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Omnibus Sworn Statement (ABC above ₱50,000.00)
Income/Business Tax Return (ABC above ₱500,000.00)
Proof of posting of RFQ, NOA, NTP and PO in the PhilGeps (ABC above ₱50,000.00)
Post Qualification
Abstract of Bids
BAC Resolution to Award (ABC above ₱50,000.00)
Notice of Award (NOA)
Contract
Notice to Proceed (NTP -ABC is ₱10,000.00 and above)
Statement of Account
Duly accomplished and approved DTR
Accomplishment Report
Proof of remittance to concerned government agency and/or GOCCs (BIR/SSS/Philhealth/Pag-IBIG)

1.1.5 Honoraria for Lecturer/Coordinator

Approved Payroll
Office Order/invitation to speak
Coordinator's report on lecture's schedule
Course Syllabus/Program of Lectures
Curriculum Vitae (CV)
National/Regional/Division Memo
Activity Request/Proposal (w/ Training Design or matrix/Proposal, List of Participants, Detailed Financial Statements)
Attendance sheet of participants

1.1.6 Accountable Form Expenses

Purchase Request (kindly attach request stub)
Official Receipt

1.1.7 Fidelity Bond

3 copies of Form 57A - Request for Bonding (for new and renewal application)
3 copies of Form 58A - Application for Bonding (for new applicant only)
3 copies of passport size I.D. photo (for new applicant only)
3 copies of Latest Statement of Assets, Liabilities and Net worth (for new and renewal application)
3 copies of list of Agency Accountable/Bonded Officers duly signed by authorized official (for new and renewal application)
Copy of previous confirmation letter (Renewal)
Deposit Slip



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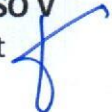
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3. This is to ensure that financial transactions will be supported by the above mentioned documentary requirements to better facilitate process of cash advances granted to schools.
4. For your information and compliance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 



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