



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR** : All Sector/Department/Division/Office Heads  
**FROM** : The Manager, Financial Services Department  
**SUBJECT** : DOCUMENTARY REQUIREMENTS FOR ENDORSEMENT  
OF PROCESSING OF CLAIMS AND BENEFITS  
**DATE** : July 28, 2021

In compliance with the ANTI-RED TAPE ACT of 2007, to expedite the processing of claims and benefits, please find the attached list of documentary requirements base on COA Circular 2012-001 dated June 14, 2012, as amended and other related issuances.

In view, a checklist should be attached on ALL the request/endorsement for processing of claims and benefits. Incoming request/endorsement shall be examined at the FSD counter before receiving. Request with incomplete documentary requirements will not be accepted.

Likewise, all documents received from the counter will be further evaluated as to validity.

For strict compliance.

Thank you.

  
**RODOLFO E. ANCHETA**

Noted by:

  
**JOY M. BULAITAN**  
ACOO Administration and Finance Sector

# DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances

## 1 CASH ADVANCES

- > No cash advance shall be given unless for a legally authorized specific purpose.
- > No additional cash advance shall be allowed to any official or employee unless the previous cash advance is first liquidated and accounted for in the books.
- > No cash advance shall be granted for payments on account of infrastructure projects or other undertaking on a project basis.
- > A cash advance shall be reported as soon as the purpose for which it was given has been served.
- > Only permanently appointed officials shall be designated as disbursing officers. Elected officials may be granted a cash advance only for their official travelling expenses.
- > Transfer of cash advances from one accountable officer to another shall not be allowed.

### Documentary Requirements common to all cash advances except for travels:

- 1 Office Order issued by the Head of the Agency for the accountable officer indicating the maximum accountability and purpose of cash advance.
- 2 Approved application for bond and/or fidelity bond (cash accountability of P2,000 or more)
- 3 Certification from the Accountant that previous cash advance has been liquidated and accounted for in the books

## 1.1 PETTY CASH FUND

### Set-up of Petty Cash Fund

- 1 Endorsement
- 2 Office Order

### Replenishment of Petty Cash (as soon as the disbursements reaches 75% or as needed)

- 1 Summary of Petty Cash Vouchers certified by Disbursing Officer
- 2 Report of Disbursement
- 3 Petty Cash Replenishment Report
- 4 Approved Purchase Request with certificate of emergency purchase, if applicable
- 5 Bills/Receipts/Sales Invoice
- 6 Inspection & Acceptance Report
- 7 Report of Waste of material in case of replacement/repair
- 8 Approved trip ticket for gasoline expenses
- 9 Canvass from at least three suppliers for purchases involving P1,000.00 and above, except for purchases made while on official travel
- 10 Summary/Abstract of Canvass
- 11 Petty Cash voucher duly accomplished and signed
- 12 Official Receipt, in case of Refund
- 13 For reimbursement of toll receipts:
  - toll receipts
  - trip tickets
- 14 Property Accountability Receipt for equipment/Inventory Custodian Slip for tangible items less than P15,000.00.
- 15 Such other supporting documents that may be required and/or required under the company policy

**\*\*Internal Guidelines on Working Fund Disbursement**

## 1.2 FIELD/ACTIVITY CURRENT OPERATING EXPENSES/SPECIAL PROJECTS

### Cash Advance

- 1 Endorsement
- 2 Office Order
- 3 Approved bond or fidelity bond
- 4 Approved Budget for Current Operating Expense (COE) of the agency field office or agency activity in the field
- 5 Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses

*\*Approved Breakdown of Expenses*

*\*\*List of Participants*

### Liquidation (for special purpose, as soon as the purpose has been served)

- 1 Liquidation Report
- 2 Same as those requirements of petty operating expenses, other personal services and maintenance and other operating expenses depending on the nature of expenses incurred

## 1.3 LOCAL TRAVEL

### Cash Advance for Local Travel

- 1 Approved Travel Order

### Liquidation

- 1 Liquidation Report (for P10,000.00 process thru voucher)
- 2 Paper/Electronic plane, boat or bus tickets, boarding pass, terminal fee
- 3 Certificate of appearance/attendance

**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 4 Certificate of Travel completed (Appendix B)
  - 5 Official Receipt, in case of refund of excess cash advance
  - 6 Reimbursement Expense Receipt (RER)
  - 7 Copy of approved Travel Order
  - 8 Certification by the Sector Head as to the absolute necessity of the expense together with corresponding bills or receipts if the expense incurred exceeded the prescribed rate per day
  - 9 Copy of approved itinerary/Revised itinerary if the previous was not followed
  - 10 Revised or supplemental Office Order or any proof supporting the change of schedule
- \*\*Executive Order No. 77 & Supplemental Guidelines**

**1.4 FOREIGN TRAVEL****Cash Advance**

- 1 Endorsement
- 2 Approved Travel Authority/Special Order by the DOT Secretary
- 3 COO Endorsement letter/Memo to DOT Secretary, if applicable
- 4 Approved Itinerary of travel
- 5 Letter of Invitation of host/sponsoring country/agency
- 6 Flight Itinerary issued by the airline/ticketing office/travel agency
- 7 For plane fare, quotation of three travel agencies or its equivalent
- 8 Copy of UNDP rate for the Daily Subsistence Allowance (DSA) for the country of destination
- 9 Document to show the dollar to peso exchange rate at the date of grant of cash advance
- 10 Estimated Breakdown of Expenses, if applicable
- 11 Where applicable, authority from the OP to claim representation expenses
- 12 Certification from the Accountant that the previous cash advance has been liquidated and accounted for in the books.

**In case of seminars/trainings:**

- 13 Invitation addressed to the agency inviting participants (issued by foreign country)
- 14 Acceptance of the nominees as participants (issued by the foreign company)
- 15 Programme Agenda and Logistics Information

**Liquidation**

- 1 Liquidation Report
- 2 Copy of approved Fiscal Agency Services (FAS)
- 3 Approved Travel Authority by DOT Secretary
- 4 COO Endorsement letter/Memo to DOT Secretary, if applicable
- 5 Approved Itinerary of Travel/Program
- 6 Letter of Invitation of host/sponsoring country/agency
- 7 Certificate of Travel Completed ("Appendix B")
- 8 Travel/Terminal Report (narrative report on trip undertaken)
- 9 Certificate of Appearance/Attendance/Participation/Pictures
- 10 Boarding Pass, Plane Ticket, boat or bus tickets
- 11 Plane Fare Quotation
- 12 United Nations Development Programme (UNDP) Reference
- 13 Document to show the dollar to peso exchange rate at the date of grant of cash advance
- 14 Estimated Breakdown of Expenses, if applicable
- 15 For Clothing Allowance shall be based on the season officially declared by the authorized agency in the country of destination
- 16 Official Receipt for:
  - Refund of Cash Advance
  - Participation/Registration/Conference Fee
  - Representation Allowance
- 17 Revised Itinerary of travel, if applicable
- 18 For reimbursement of actual travel expenses in excess of the prescribed rate:
  - Approval by the President
  - Certification from the Head of Agency that it is absolutely necessary
  - Hotel room bill with official receipts (*certification or affidavit of loss shall not be considered as an appropriate replacement for the required bills and receipts*)

**\*\*Executive Order No.77**

**2. FUND TRANSFER****Transfer of Fund to Implementing Agency****Initial Release**

- 1 Endorsement/Recommendation of Payment
- 2 Copy of Memorandum of Agreement/Trust Agreement
- 3 Copy of Approved Program of Work (for infrastructure project)
- 4 Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for other projects)

**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 5 Board Resolution
- 6 For local government units (LGUs), authorization by Local Sanggunian for the Local Chief Executive to enter into contract
- 7 Certificate of Availability of Fund (CAF)
- 8 Transmittal copy of Contract Review submitted to COA

**Other necessary supporting documents as required by the Agency/MOA:**

- 9 Letter Request from Proponent, if applicable
- 10 Office order for Releases of Fund
- 11 Deed of Donation/Tax Declaration of Real Property
- 12 Office Order of Project Engineer (P.E.) assigned
- 13 Inspection Report/Technical Evaluation Report

**Succeeding release**

- 1 Endorsement/Recommendation of Payment
- 2 Letter Request from Proponent, if applicable
- 3 Copy of MOA/Trust Agreement
- 4 Copy of Approved POW/Project Expenditures/ABC with summary of cost (for Infrastructure Project)
- 5 Copy of Liquidation Report of previous release with supporting documents
- 6 Other necessary supporting documents as required by the Agency in the contract

**Liquidation**

- 1 Liquidation Report
- 2 Report of Checks Issued and Report of Disbursements certified by the Accountant and approved by the Head of the Implementing Agency (IA)
- 3 Copy of Official Receipt issued for the refund of unexpended/unutilized balance of fund transferred
- 4 Certification by the Accountant that funds previously transferred has been liquidated and accounted for in the books. (IA)
- 5 Other necessary supporting documents as required by the Agency in the contract.

**3. SALARIES (INDIVIDUAL CLAIM)****3.1 First Salary (Regular/Original, Co-terminus, Reemployment, Transfer)**

- 1 Endorsement
- 2 Certified True Copy of Duly approved Appointment
- 3 Assignment Order, if applicable
- 4 Certified True Copy of Oath of Office.
- 5 Certificate/Notice of Assumption
- 6 Statement of Asset, Liabilities, and Net Worth (SALN)
- 7 Approved Daily Time Record (DTR)
- 8 Travel Order/OB/Office Order (Outside Assignment)
- 9 BIR Withholding certificates (Forms 1902 or 2305)
- 10 Certified True Copy of Job Order payroll, if the employee's status is from Job-Order to Regular.
- 11 Authority from the claimant and identification documents, if claimed by person other than payee.
- 12 Payroll Information on New Employee (PINE) (for agencies with computerized payroll systems)
- 13 BIR Form 2316

**Additional Requirements for transferees (from one government office to another)**

- 14 Clearance from money, property and legal accountabilities from the previous office
- 15 Certificate of last salary received from former office certified by the Chief Accountant
- 16 Service Record
- 17 Certificate of Available Leave Credits

**3.2 Salary Differential due to Promotion and/or Step Increment**

- 1 Endorsement
- 2 Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase
- 3 Certificate of Assumption
- 4 Approved DTR or certification that the employee has not incurred leave without pay.

**3.3 Salary (if deleted from payroll)**

- 1 Endorsement
- 2 Approved DTR
- 3 Approved application of leave, clearances and medical certificate if on sick leave for five days or more
- 4 Notice of assumption (*back to work*)

**3.4 Last Salary**

- 1 Endorsement
- 2 Approved DTR
- 3 Clearance from money, property & legal accountability
- 4 Resignation Letter of employee duly accepted by the Agency Head, in case due to resignation

**3.5 First Salary (Job Order)**



**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 1 Endorsement
- 2 Certified True Copy of Contract signed by Head of the Agency (*with daily rate*)
- 3 Certificate/Notice of Assumption
- 4 Approved Daily Time Record (DTR).
- 5 Travel Order/OB/Office Order (Outside Assignment)
- 6 BIR Withholding certificates (Forms 1902 or 2305)
- 7 Copy of Sworn Declaration (Annex B1 or B2) for First payment

**3.6 Contract of Service Fee**

- 1 Endorsement
- 2 Certified True Copy of Contract
- 3 Approved Daily Time Record (DTR).
- 4 Accomplishment Report signed by immediate Department Manager
- 5 Copy of Sworn Declaration (Annex B1 or B2) for First payment

**3.7 Consultant's Fee**

- 1 Endorsement
- 2 Certified True Copy of Contract
- 3 Approved Daily Time Record (DTR) - (*optional requirement for Consultants*)
- 4 Accomplishment Report signed by immediate Department Manager
- 5 Approved BAC Resolution
- 6 Notice of Award
- 7 Notice to Proceed
- 8 Copy of Sworn Declaration (Annex B1 or B2) for First payment

**3.8 Claims due to Employees if claimed by other person-**

- 1 Authority from the Claimant and identification documents (Special Power of Attorney)

**3.9 Claims due to heirs of Deceased Employee-**

- 1 Same requirements as those for salaries  
**Additional requirements**
- 2 Letter Request for the Claim
- 3 Approved DTR (for claim of salaries)
- 3 Clearance from money, property & legal accountability
- 4 Death Certificate authenticated by Philippine Statistics Authority (PSA)
- 5 Marriage Contract authenticated by PSA
- 6 Birth Certificate of surviving legal heirs authenticated by PSA
- 7 Designation of next of kin
- 8 Waiver of Rights of children 18 years old and above

**4. ALLOWANCES & BENEFIT, HONORARIA & OTHER FORM OF COMPENSATION (INDIVIDUAL CLAIM)****4.1 Personnel Economic Relief Allowance**

- 1 Same requirements for payment of salaries

**4.2 Representation & Transportation Allowance (RATA) *\*\*Basis: DBM NBC 548 series of 2013***

- 1 Endorsement
- 2 Copy of Office Order/Appointment (First payment)
- 3 Certificate of Assumption (First payment)
- 4 Certification that the official/employee did not use government vehicle and is not assigned any gov't vehicle
- 5 Approved Officers' DTR
- 6 RATA for OICs - Office Order signed by the Head of the Agency indicating the he/she is entitled to the privileges attached to the position.

**4.3 Clothing/Uniform Allowance *\*\*Basis: DBM Budget Circular No. 2018-1***

- 1 Endorsement
- 2 Certified True Copy of Approved appointment of new employee
- 3 Certificate of Assumption of new employee
- 4 Certificate of non-payment from previous agency, if transferees

**4.4 Productivity Incentive Allowance**

- 1 Endorsement
- 2 Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory
- 3 Certification from the Legal Office that the employee has no administrative charges

**4.5 Special Counsel Allowance**

- 1 Endorsement
- 2 Certificate of Appearance issued by the Office of the Clerk of Court
- 3 Certification issued by the concerned lawyer and the Agency Accountant that the amount being claimed is still within the limitation under General Appropriations Act (GAA)

**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 4 Office Order/Designation Letter of the OSG deputizing the claimant to appear in court as special counsel
- 5 Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented

**4.6 Honoraria - BAC**

- 1 Endorsement
- 2 Office Order creating and designating the BAC composition and authorizing the members to collect honoraria
- 3 Minutes of BAC meeting
- 4 Notice of Award to the winning bidder of procurement activity being claimed
- 5 Certification that the procurement involves competitive bidding
- 6 Attendance Sheet listing names of attendees to the BAC meeting

**\*\*DBM Circular No.2004-5A and 2007-3**

**4.7 Honorarium- Lecturer/Resource Person**

- 1 Endorsement
- 2 Office Order/Schedule of training and budget estimates approved by the Head of Agency
- 3 Certificate of Salary Rate
- 4 Certificate of Total Hours rendered
- 5 Certification from Human Resource Division Manager
- 6 Copy of Attendance sheets
- 7 Curriculum Vitae of the Speaker

**\*\*DBM Circular No.2007-1**

**4.8 Honorarium- Special Projects**

- 1 Endorsement
- 2 Performance Evaluation Plan formulated by project management used as basis for rating the performance of member
- 3 Office Order designating the members of special projects
- 4 Terms of Reference
- 5 Certificate of completion of project deliverables
- 6 Special project plan
- 7 Authority to collect honoraria
- 8 Certificate of acceptance by the agency head of the deliverables per project component

**\*\*DBM Circular No.2007-2**

**4.9 Loyalty Cash Award**

- 1 Endorsement
- 2 Service Record
- 3 Certificate of non payment from previous office (if transferee)
- 4 **For loyalty cash award:**  
Certification from HRO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10 year period or aggregate of more than 25 days authorized vacation leave without pay within the 5 year period as the case maybe.
- 5 **For longevity cash award:**  
Certification issued by HRSD that the claimant has not incurred more than 15 days. of vacation leave without pay.

**\*\*Basis: TIEZA's PRAISE guidelines (Office Order No. 016-2020 effective July 17, 2019)**

**4.10 Overtime Pay**

- 1 Endorsement
- 2 Authority to render OT services
- 3 DTR or Certificate of Service
- 4 Accomplishment Report signed by employee & supervisor

**4.11 Retirement Benefits**

- 1 Endorsement
- 2 Service Record
- 3 Retirement Application
- 4 Office Clearance from money /property accountability & administrative/criminal liability
- 5 Statement of Assets and Liabilities
- 6 Retirement Gratuity Computation
- 7 Affidavit of undertaking for authority to deduct accountabilities
- 8 Affidavit of applicant that there is no pending criminal investigation (Legal & Ombudsman)
- 9 In case of resignation, employee's letter of resignation  
**Additional requirements for Claims due to heirs of Deceased Employee-**
- 10 Death Certificate authenticated by PSA
- 11 Marriage Contract authenticated by PSA
- 12 Birth Certificate of surviving legal heirs authenticated by PSA

**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 13 Designation of next of kin
- 14 Waiver of Rights of children 18 years old and above
- 15 Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage

**4.12 Terminal Leave**

- 1 Endorsement
  - 2 Office Clearance from money, property, legal accountabilities and administrative
  - 3 Certified photocopy of employees leave card as at last date of service
  - 4 Approved leave application
  - 5 Complete Service Record
  - 6 Statement of Assets and Liabilities (SALN)
  - 7 Affidavit of applicant that there is no pending criminal investigation/Certification from Legal that has no pending administrative case
  
  - 8 Certified Photocopy of appointment/Notice of Salary Adjustment
  - 9 Computation of terminal leave benefits duly signed/certified by the accountant
  - 10 Affidavit of undertaking for authority to deduct accountabilities
  - 11 In case of resignation, employees letter of resignation duly accepted by the Agency
- Additional requirements for Claims due to heirs of Deceased Employee-**
- 12 Death Certificate authenticated by PSA
  - 13 Marriage Contract authenticated by PSA
  - 14 Birth Certificate of surviving legal heirs authenticated by PSA
  - 15 Designation of next of kin
  - 16 Waiver of Rights of children 18 yo and above
- \*\* BASIS: CSC MC 02 s. 2016 (computation - multiplier 0.0481927)**

**4.13 Monetization of Leave Credits**

- 1 Endorsement
  - 2 Approved leave application (ten days) with leave credit balance certified by the Human Resource Office
  - 3 Request for leave more than 10 days duly approved by the Head of the agency
- For monetization of 50 percent or more:**
- clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs
  - Barangay certification in case of financial assistance due to calamities
- 4 Computation of monetization duly signed/certified by the accountant

**4.14 Collective Negotiation Agreement (C.N.A)**

- 1 Resolution signed by both parties incorporating the guidelines/criteria for granting C.N.A incentive
- 2 Comparative statement of DBM approved level of operating expenses and actual operating expenses
- 3 Proof of remittance to the National Treasury of its 50% dividenda share or percentage approved by the Department of Finance on the annual earnings for income-generating GOCCs/GFIs
- 4 Copy of C.N.A
- 5 Certificate issued by the Head of the Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the C.N.A which resulted from the joint efforts of labor and management and systems/productivity/income improvement
  
- 6 Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year

**INDIVIDUAL CLAIMS:**

- 1 Endorsement
- 2 Copy of payroll
- 3 Employee's request letter
- 4 Endorsement letter from TIEZA Employees Association (TEA) President.

**4.15 GENERAL CLAIMS thru ATM**

- 1 Endorsement from HRSD
- 2 Bank Payee's Payroll
- 3 Payroll Register
- 4 Letter to the bank to credit employees account of their salaries or other claims
- 5 Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses

**5. UTILITIES (ELECTRICITY/WATER/GAS & OIL)**

- 1 Endorsement
- 2 Billing/Statement of Account
- 3 Contract/Approval
- 4 For Gas & Oil, trip tickets and original receipts of each transaction



**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 39 Recommendation of Payment
- 40 Certification of 100% Completion - PE
- 41 Turn-over Documents/Acceptance of project
- 42 Surety Bond
- 43 Request from Contractor

**8.5 Variation Order/Extra Work**

- 44 Request from Contractor
- 45 Notice/Approval of Variation Order
- 46 Approved POW/detailed breakdown of costs
- 47 Certificate of Availability of Fund (CAF)
- 48 Additional Performance Security if Variation Order exceeds 10% of the original cost
- 49 Contract (beyond 10% of the original contract, to be bid out if the works are separable from the original contract)
- 50 COA Contract Review (receiving copy)

**8.6 Liquidated Damages**

- 51 Computation of the P.E.  
*\*Other supporting documents as stated/required in the Contract/Terms of Reference*

**9. CONSULTING SERVICES****9.1 Advance Payment**

- 1 Endorsement/Recommendation of Payment
- 2 Certificate of Availability of Funds (CAF)
- 3 Bid Proposal of winning bidder
- 4 Purchase Request, if applicable
- 5 Term of Reference
- 6 Board Resolution, if applicable
- 7 BAC Resolution
- 8 Notice of Award
- 9 Performance Bond (30%)
- 10 M O A / Contract Agreement  
*\*General & Special Condition of Contract*
- 11 Joint Venture Agreement, if applicable
- 12 Authority of Signatory, if applicable
- 13 Notice to Proceed
- 14 COA Contract Review (receiving copy)
- 15 Surety Bond (15%)
- 16 Insurance Commission Certificate, if performance bond is from Insurance Co.
- 17 Business Permits & License No.
- 18 SEC Reg.
- 19 Latest ITR
- 20 Tax Clearance
- 21 BIR Certificate of Registration (2303)
- 22 Certificate of Philgeps
- 23 Office Order - PE assigned, if applicable
- 24 Request for Payment

**9.2 Progress Payment**

- 25 Recommendation of Payment
- 26 Request for Payment/Billing
- 27 Project Accomplishment Report/Approved consultancy progress/final report and/or output required under the contract
- 28 Pictures, if applicable
- 29 Certificate of Acceptance of Project/Deliverables
- 30 Statement of Time Elapsed
  - a Request for Suspension / Extension
  - b Notice/Approval of Suspension / Extension
  - c Notice of Resumption
- 31 Disbursement Vouchers of previous payments
- 32 Other supporting documents as stated/required in the Contract/Terms of Reference

**10. PROCUREMENT OF GOODS, SUPPLIES & MATERIALS/SERVICES**

- 1 Endorsement
- 2 Purchase Request
- 3 BAC Resolution
- 4 Notice of Award
- 5 Notice to Proceed



**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 6 Purchase Order/Job Order/Contract
- 7 Sales Invoice/Delivery Receipt
- 8 Inspection and Acceptance Report (stamp received by COA)
- 9 Certificate of PhilGEPS
- 10 Property Accountability Receipt for equipment/Inventory Custodian Slip for tangible items less than P15,000.00
- 11 Certificate of Availability of Fund
- 12 Certificate of Exclusive Distributorship, if applicable
- 13 Samples/Brochures/Photographs, if applicable
- 14 Performance and Warranty Security, if applicable
- 15 Approved Procurement Plan
- 16 Proof of Posting of Invitation/Request for submission of price quotation
- 17 Sworn affidavit of the bidder
- 18 Request for Quotation/Canvass from at least 3 bonafide suppliers (for shopping method)
- 19 Abstract of Canvass/Quotation (for shopping method)
- 20 Other supporting documents deemed necessary depending on the nature of the transaction and the mode of procurement adopted

**For Repair and Maintenance :**

- 21 Post inspection report
- 22 Report of waste materials
- 23 Pre-evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent repair to be done

**11. SECURITY SERVICES**

- 1 Contract Agreement
- 2 Notice of Award
- 3 Notice to Proceed
- 4 Performance Bond
- 5 SEC / DTI
- 6 Mayor's Permit
- 7 Tax Clearance
- 8 COA Contract review
- 9 BAC Resolution
- 10 Certificate of PhilGEPS
- 11 Certificate of Availability of Funds (CAF)
- 12 Terms of Reference (TOR)
- 13 Bid documents / proposal (with detailed computation of monthly rate)
- 14 Purchase Request (P.R)

**BILLING SUPPORTING DOCUMENTS:**

- 1 Endorsement from Department Manager
- 2 Billing Statement (Invoice)
- 3 Certification of total duty hours (Name of Guard with corresponding total duty hours)
- 4 Security detachment (Post assignment and Time of duty)
- 5 DTR Summary signed by TIEZA and agency's representative
- 6 Individual DTR signed by Guard on duty, Head Guard, and TIEZA representative

**12. JANITORIAL SERVICES**

- 1 Contract Agreement
- 2 Notice of Award
- 3 Notice to Proceed
- 4 Performance Bond
- 5 SEC / DTI
- 6 Mayor's Permit
- 7 Tax Clearance
- 8 COA Contract review
- 9 BAC Resolution
- 10 Certificate of PhilGEPS
- 11 Certificate of Availability of Funds (CAF)
- 12 Terms of Reference (TOR)
- 13 Bid documents / proposal (with detailed computation of monthly rate)
- 14 Purchase Request (P.R)

**BILLING SUPPORTING DOCUMENTS: (based on TOR)**

- 1 Endorsement from Department Manager
- 2 Billing Statement (Invoice)

**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances****18.2 INSURANCE****Fidelity Bond**

- 1 List of Bonded Officers (from Treasury Division)
- 2 General Form No.57 (A)
- 3 SALN of Bonded Officers
- 4 Confirmation Letter from Bureau of Treasury
- 5 Request application/renewal of bond
- 6 Schedule of premium rates, if applicable

**Property/Fire/Insurance Premium**

- 1 Endorsement/Request for payment
- 2 Billing Statement

**18.3 MEMBERSHIP DUE****Baguio Country Club & WackWack Golf Course**

- 1 Endorsement
- 2 Billing/Statement of Account

**Government**

- 1 Endorsement from HRSD
- 2 Approval by the Head of the Agency (with Employee's name and amount to be paid)
- 3 Request letter from the Employee's Department Head
- 4 Billing/Statement of Account from the Government organization.

**18.4 HOTEL BILLS**

- 1 Endorsement
- 2 Certification of Expenses
- 3 Billing/Statement of Account
- 4 Order Slip
- 5 Copy of Approved Travel Order
- 6 Copy of Official Receipt incase of disallowance
- 7 Letter of Authority

**18.5 RELOCATION ALLOWANCE**

- 1 Request/Endorsement
- 2 Officer Order/Assignment
- 3 Travel Order
- 4 Certificate of Assumption

**18.6 SPONSORSHIP/PROMOTIONAL EXPENSES**

- 1 Endorsement letter for facilitation of payment
- 2 Memorandum of Agreement/Sponsorship Agreement
- 3 Sponsorship Memo approved by COO / ACOO-Assets Management Sector
- 4 Invitation/letter request from the event organizer
- 5 Certificate of Services Rendered
- 6 Billing Statement / Invoice
- 7 Terminal Report
- 8 Samples/Pictures of promotional benefits and entitlements of TIEZA stated in the MOA/Sponsorship Agreement
- 9 Endorsement from DOT or any of its attached agencies (*per Office Order No. 182-2016 dated April 21, 2016*)
- Additional Requirements for Advance Payment**
- 10 Promissory note regarding submission of entitlements after the event.

**18.7 PROCUREMENT SERVICE****Plane Tickets**

- 1 Endorsement
- 2 Billing/Statement of Account
- 3 Copy of Tickets/Request
- 4 Copy of Travel Order

**Supplies**

- 1 Approved DBM Request Order
- 2 Purchase Request (PR)
- 3 Stock balance sheet

**18.8 REAL PROPERTY TAX****Non-Operating Expenses**

- 1 Endorsement from Business Development Division
- 2 Copy of tax computation from Municipal/City Treasurer

**18.9 REFUNDS****Unused Reservation (Operating Entities - BHYH)**

**DOCUMENTARY REQUIREMENTS PER COA CIRCULAR 2012-001 as amended and Other Issuances**

- 1 Endorsement from BUDD-Assets Management Sector.  
*(Reflecting the refund amount, Payee's name, Booking date and reason of refund)*
  - 2 Copy of Confirmation Voucher
  - 3 Copy of Official Receipt
  - 4 Request for Refund from the Travel Agency or Client
- Performance Bond/Bid Documents/Retention**
- 1 Request/Endorsement
  - 2 Official Receipt
  - 3 Request from Contractor/Supplier
  - 4 Other necessary documents depending on nature

**18.10 REMITTANCES****GSIS/Philhealth/HDMF/ERF/TEA**

- 1 Summary of Entries
  - 2 Alphalist of Employees/Creditor - Data for the following remittances are supplied by remittance officer
- NPDC**
- 1 Endorsement
  - 2 Billing/Statement of Account
  - 3 Copy of Contract *(FSD file)*
- Travel Tax Collections**
- 1 Approved Summary of Travel Tax Collections/processed
  - 2 Subsidiary Ledger

**18.11 STALE CHECKS - Individual Travel Tax Refund**

- 1 Endorsement/Request for replacement of Check from the Treasury Division
- 2 Original Letter Request for replacement of check from the payee
- 3 Copy of Passport/ID
- 4 Photocopy of stale/lost check and/or Disbursement Voucher (DV)
- 5 Authority from the claimant if claimed by other person (SPA, other identification documents)  
*\*for non-travel tax refund should be endorsed/requested by concerned department/sector*

**18.12 Hyperbaric Professional Fee (Doctor, Nurse, Chamber Technician)**

- 1 Endorsement from Assets Management Sector
- 2 Certification of fees & services, and endorsement from OIC-Hyperbaric Cebu  
*(Identify the Patient's name, Date of treatment and amount)*
- 3 Request letter from Hyperbaric Staff
- 4 Treatment records *(signed by the Doctor, Nurse, Chamber Technician and Patient)*
- 5 If payment thru cash - Photocopy of Official Receipt
- 6 If payment thru DAN Insurance - Photocopy of DAN Insurance request reflecting the amount to be paid (usually in foreign currency);  
Confirm to the Treasury Division if the DAN insurance payment was already received before processing the claim.

**18.13 PER DIEM**

- 1 Endorsement
- 2 Copy of Notice of Meeting with list of agendas
- 3 Certificate of Appearance/Attendance
- 4 Minutes of meeting (if applicable)
- 5 Attendance Sheet, if applicable  
*(EO No. 24, s.2011)*