Department of the Interior and Local Government

CITIZEN'S CHARTER

2026 1st Edition

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I. Mandate:

To promote peace and order, ensure public safety, and further strengthen local government capability aimed towards the effective delivery of basic services to the citizenry.

II. Vision:

A highly trusted Department and Partner in nurturing local governments and sustaining peaceful, safe, progressive, resilient, and inclusive communities towards a comfortable and secure life for Filipinos by 2040.

III. Mission:

The Department shall ensure peace and order, public safety and security, uphold excellence in local governance, and enable resilient and inclusive communities.

IV. Service Pledge:

We at the DILG, guided by our core values of Integrity, Commitment, Teamwork, and Responsiveness, commit to formulate sound policies on strengthening local government capacities, performing oversight functions over Local Government Units (LGUs), and providing rewards and incentives.

We pledge to provide effective technical and administrative services facilitated by dedicated and professional corps of civil servants to promote excellence in local governance, particularly in the following key areas:

- Peace and Order
- Business-Friendliness and Competitiveness
- Environment-Protection and Climate Change Adaptation
- Socially Protective and Safe Communities
- Transparency and Accountability

We commit to attend to clients who are within the premises of the office prior to the end of official working hours and during lunch break.

We commit to consistently demonstrate a "Matino, Mahusay at Maaasahang Kagawaran para sa Mapagkalinga at Maunlad na Pamahalaang Lokal."

LIST OF SERVICES

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- Queries/Follow-ups on Projects Requesting Financial Assistance for Phone-in Clients
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- Query/Follow-up on Projects Requesting Financial Assistance for Phone-in Clients
- Query/Follow-up on Projects Requesting Financial Assistance for Walk-in Clients

National Barangay Operations Office (NBOO)

External Services

- Processing of Barangay Officials' Death and Burial Assistance (BODBA) for Fund Allocation by the Department of Budget and Management (DBM)
- Provision of Barangay Data
- Provision of DILG-Administered Package of Assistance to the Former Rebels (FRs), Militia ng Bayan (MB) And Former Violent Extremist (FVEs) Under the Enhanced Comprehensive Local Integration Program (E-CLIP)
- Response to Complaints Against Barangay and SK Officials
- Response to Complex Queries on Barangay and SK Matters/Affairs
- Response to Simple Queries on Barangay and SK Matters/Affairs

Bureau of Local Government Supervision (BLGS)

External Services

- Issuance of Department Authority to LGUs for the Purchase of Motor Vehicles
- Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees
- Issuance of Department Authorization to Utilize Confidential Funds of LGUs
- Issuance of Memorandum Circular to Participate in Activities by Local Government Leagues or Leagues Federations of Local Elective Officials
- Request for Information on Programs and Services
- Request for the Issuance of Certification and Certificate of Accreditation to Civil Society Organizations
- Request for the Issuance of Certification of Compliance to Full Disclosure Policy (FDP)

Bureau of Local Government Development (BLGD)

External Services

- Issuance of Memorandum Circulars
- Provision of Information on Programs, Projects, Policies, Activities, and/or Data on Local Government
- Request for Technical Assistance (Resource Person)

Emergency 911 National Office

External Services

- Emergency Calls Management
- Establishment of Local Call Center

All Bureaus

External Services

- Request for Technical Assistance (Resource Person)

Public Affairs and Communications Service (PACS)

External Services

- Provision of Public Assistance and Handling of Complaints

DILG Regional, Provincial, and Field Offices

External Services

- Issuance of Certificate for Service Rendered by Local/Barangay Official for Application for CSC Eligibility

DILG Regional Offices

External Services

- Issuance of Certificate of Incumbency of Local Officials

DILG Central Office - General Services Division (GSD), and DILG Regional Offices

External Services

- Disposal of Properties Through Public Bidding

Human Resource Development Division (HRDD)

External Services

- Provision of Training for Students (OJT)

Internal Audit Service (IAS)

Internal Services

- Provision of Internal Audit Services

Financial and Management Service (FMS)

Internal Services

- Processing and Payment of Claims - Central Office
- Processing and Payment of Claims - Provincial Office
- Processing and Payment of Claims - Regional Office
- Transfer of Funds

Administrative Service (AS)

Internal Services

- Procurement, Inspection, Acceptance, and Issuance of Goods and Services
- Request for Certification and Records on Personnel Matters

Human Resource Development Division (HRDD)

Internal Services

- Preparation of Department Order on Attendance to Official/Foreign/Local Trainings/Learning Events and Study Leave

Public Affairs and Communication Service (PACS)

Internal Services

- Issuance of Brand Identity Manual (BIM) Certification of Compliance
- Provision of Graphics and Layout Design Services
- Provision of Photo and/or Video Services

Information Systems and Technology Management Service (ISTMS)

Internal Services

- Request for Information Systems Development

Legal and Legislative Liaison Service (LLLS)

Internal Services

- Review of MOAs/MOUs/Contracts/Department Issuances/Presidential Issuances (for Clients Outside DILG Central Office)
- Review of MOAs/MOUs/Contracts/Department Issuances/Presidential Issuances (for DILG Central Office Clients)

Bureau of Local Government Supervision (BLGS)

Internal Services

- Preparation of the Endorsement Letter for the Issuance of Appointment for Permanent Vacancy in the Sanggunian (Panlalawigan, Panlungsod of HUCs and ICCs)

Finance and Administrative Division (FAD)

Internal Services

- Request for Certification and Records on Personnel Matters

Information Systems and Technology Management Service – Network and Technology Management Division (ISTMS – NTMD) for Central Office; Regional Information and Communications Technology Unit (RICTU) for Regional Offices

Internal Services

- Request for Technical Assistance on ICT Resources

Administrative Service (AS) - General Services Division (GSD)

Internal Services

- Provision of Vehicular Support Service
- Request for Function Room and DILG Dormitory
- Request for Repair and Maintenance

Legal and Legislative Liaison Service – Trial and Investigation Division (LLLS – TID)

Internal Services

- Issuance of Certificate of No Pending Administrative Case

Planning Service (PS)

External Services

1. Request for Plans and/or Status Reports on DILG Priority Programs and Projects

To provide highly technical documents on relevant inputs and updates on the plans, targets and/or accomplishments of major deliverables of all or majority of the DILG priority programs and projects as required from the Department by oversight agencies and other national government agencies.

Office or Division:	Planning Service (PS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Oversight Agencies (NEDA, DBM, PMS, Cabinet Clusters, Cabinet Secretariat, Senate, House of Representatives, Commission on Audit), including PCW, DFA; and Other National Government Agencies (DTI, PSA, etc.)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter specifying the information/document needed (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request for DILG Plans and/or Status Reports directly to the DILG or through the Planning Service (PS). **Location:** DILG-Planning Service	1.1. Receive and record requests from offices/agencies, and forward these to the Planning Service Director via the Data Management System (DMS), email, SMS, or other online platforms.	None	15 minute/s	• Administrative Assistant III, Office of the Planning Service Director; Planning Service (PS)
	1.2. Provide instructions—either handwritten, verbal, or sent through online platforms/SMS—to the Division Chief, Assistant Division		15 minute/s	• Director IV; Planning Service (PS)

	Chief, or concerned staff.			
	1.3. Conduct an initial assessment of the request and assign the task to the appropriate unit/staff member using written, verbal, or digital communication.		30 minute/s	• Division Chief / Assistant Division Chief; Planning and Programming Division (PPD) • Division Chief / Assistant Division Chief; Monitoring and Evaluation Division (MED)
	1.4. If the data required involves all programs and projects, is not readily available, or requires updating, request the necessary data from operating units via DMS, email, or other digital platforms.		5 working day/s	• Planning Officer I / II; Planning and Programming Division (PPD) • Project Evaluation Officer I / II; Monitoring and Evaluation Division (MED)
	1.5. Process, validate, and update the received data, then prepare a draft plan or status report for submission to the immediate supervisor via email or shared online platforms (e.g., Google Docs).		3 working day/s	• Planning Officer I / II; Planning and Programming Division (PPD) • Project Evaluation Officer I / II; Monitoring and

				Evaluation Division (MED)
	1.6. Review, consolidate, and integrate the draft into a comprehensive Department plan/status report for the requesting office/agency. Submit this version to the Assistant Division Chief or Division Chief via email or online platforms.		5 working day/s	• Planning Officer III; Planning and Programming Division (PPD) • Project Evaluation Officer III; Monitoring and Evaluation Division (MED)
	1.7. Review and finalize the document, then forward it to the PS Director for approval via DMS or other online systems. If revisions are needed, instructions will be provided to the concerned staff.		2 working day/s, 4 hour/s	• Division Chief / Assistant Division Chief; Planning and Programming Division (PPD) • Division Chief / Assistant Division Chief; Monitoring and Evaluation Division (MED)
	1.8. Endorse the requested document to the concerned DILG Official via DMS.		1 working day/s	• Director IV; Planning Service (PS)
	1.9. Approve and sign the final document and return it to the Planning Service for release via DMS.		3 working day/s	• Concerned DILG Official (Secretary, Undersecretary or Assistant Secretary);

				Any of requesting office / division
2. Acknowledge receipt of the requested document from the Planning Service. **Location:** DILG-Planning Service	2. Record and transmit the approved requested document to the requesting office, agency, or private entity through the Central Records Section (AS-PD), DMS, email, other online platforms, or hand-carry delivery. For walk-in clients, the document is released directly to the client.	None	2 hour/s, 30 minute/s	• Administrative Aide VI; Planning and Programming Division (PPD) • Administrative Aide VI; Monitoring and Evaluation Division (MED)
3. Fill-up Client Satisfaction Survey (CSS) form (manual or electronic) upon receipt of the requested document from the Planning Service. **Location:** DILG-Planning Service	3. Retain all records	None	30 minute/s	• Administrative Aide VI, Designated Records Custodian/ Process Owner; Planning and Programming Division (PPD) • Administrative Aide VI, Designated Records Custodian/ Process Owner; Monitoring and Evaluation Division (MED)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Plans and/or Status Reports on DILG Priority Programs and Projects (Archived Reports)

To provide simple documents such as archived data/information on the plans, targets and/or accomplishments of major deliverables of DILG priority programs and projects as required from the Department by oversight agencies, other national government agencies and walk-in clients (academe, CSOs, researchers).

Office or Division:	Planning Service (PS)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Oversight Agencies (NEDA, DBM, PMS, Cabinet Clusters, Cabinet Secretariat, Senate, House of Representatives, Commission on Audit), including PCW, DFA; Other National Government Agencies (DTI, PSA, etc.); and Walk-in Clients (academe, CSOs, researchers)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter specifying the information/document needed (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request for DILG Plans and/or Status Reports directly to the DILG or through the Planning Service (PS). **Location:** DILG-Planning Service	1.1. Receive and record requests from concerned offices or agencies. Forward these to the Planning Service Director via the Data Management System (DMS), email, SMS, or other online platforms.	None	15 minute/s	• Administrative Assistant III, Office of the Planning Service Director; Planning Service (PS)
	1.2. Provide instructions—whether handwritten, verbal, or through digital channels—to the Division Chief, Assistant Division		15 minute/s	• Director IV; Planning Service (PS)

	Chief, or concerned staff.			
	1.3. Conduct an initial assessment of the request and assign the appropriate unit or staff member to handle the task using written, verbal, or online communication.		30 minute/s	• Planning Officer III; Planning and Programming Division (PPD) • Project Evaluation Officer III; Monitoring and Evaluation Division (MED)
	1.4. Retrieve the requested document from existing files and perform table validation to ensure accuracy and completeness.		1 working day/s	• Planning Officer I / II; Planning and Programming Division (PPD) • Project Evaluation Officer I / II; Monitoring and Evaluation Division (MED)
	1.5. Reproduce the requested document.		4 hour/s	• Administrative Aide VI; Planning and Programming Division (PPD) • Administrative Aide VI; Monitoring and Evaluation Division (MED)
	1.6. Authorize the release of the requested document		1 working day/s	• Division Chief / Assistant Division

				Chief; Planning and Programming Division (PPD) • Division Chief / Assistant Division Chief; Monitoring and Evaluation Division (MED)
2. Acknowledge receipt of the requested document from the Planning Service **Location:** DILG-Planning Service	2. Record and forward the requested official document to requesting agency/office/ private entity through Central Records Section (AS-PD), DMS, email, other online platforms and/or hand-carry delivery. For walk-in clients: Release the requested document to client.	None	2 hour/s, 30 minute/s	• Administrative Aide VI; Planning and Programming Division (PPD) • Administrative Aide VI; Monitoring and Evaluation Division (MED)
3. Fill-up client satisfaction form (manual or electronic) upon receipt of the requested document from the Planning Service **Location:** DILG-Planning Service	3. Retain all records	None	30 minute/s	• Administrative Aide VI, Designated Records Custodian/ Process Owner; Planning and Programming Division (PPD) • Administrative Aide VI, Designated Records Custodian/ Process Owner; Monitoring and Evaluation

				Division (MED)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Plans and/or Status Reports on DILG Priority Programs and Projects (Selected PPAs)

To provide complex documents on relevant inputs and updates on the plans, targets and/or accomplishments of major deliverables of selected DILG priority programs and projects as required from the Department by oversight agencies and other national government agencies.

Office or Division:	Planning Service (PS)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Oversight Agencies (NEDA, DBM, PMS, Cabinet Clusters, Cabinet Secretariat, Senate, House of Representatives, Commission on Audit), including PCW, DFA; and Other National Government Agencies (DTI, PSA, etc.)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter specifying the information/document needed (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit request for DILG Plans and/or Status Reports directly to the DILG or through the Planning Service (PS). **Location:** DILG-Planning Service	1.1. Receive and record the request from the concerned office or agency. Forward the request to the Planning Service Director via the Data Management System (DMS), email, SMS, or other online platforms.	None	15 minute/s	• Administrative Assistant III, Office of the Planning Service Director; Planning Service (PS)
	1.2. Provide instructions — whether handwritten, verbal, or via digital platforms/SMS—to the Division Chief, Assistant Division		15 minute/s	• Director IV; Planning Service (PS)

	Chief, or designated staff.			
	1.3. Conduct an initial assessment and assign the appropriate unit or staff member to handle the request using written, verbal, or online communication.		30 minute/s	• Division Chief / Assistant Division Chief; Planning and Programming Division (PPD) • Division Chief / Assistant Division Chief; Monitoring and Evaluation Division (MED)
	1.4. If the data required involves all programs and projects, is not readily available, or requires updating, request the necessary data from operating units via DMS, email, or other digital platforms.		1 working day/s, 4 hour/s	• Planning Officer I / II; Planning and Programming Division (PPD) • Project Evaluation Officer I / II; Monitoring and Evaluation Division (MED)
	1.5. Process, validate, and update the received data, then prepare a draft plan or status report for submission to the immediate supervisor via email or shared online platforms (e.g., Google Docs).		1 working day/s, 4 hour/s	• Planning Officer I / II; Planning and Programming Division (PPD) • Project Evaluation Officer I / II; Monitoring and

				Evaluation Division (MED)
	1.6. Review, consolidate, and integrate the draft into a comprehensive Department plan/status report for the requesting office/agency. Submit this version to the Assistant Division Chief or Division Chief via email or online platforms.		1 working day/s	• Planning Officer III; Planning and Programming Division (PPD) • Project Evaluation Officer III; Monitoring and Evaluation Division (MED)
	1.7. Review and finalize the document, then forward it to the PS Director for approval via DMS or other online systems. If revisions are needed, instructions will be provided to the concerned staff.		1 working day/s	• Division Chief / Assistant Division Chief; Planning and Programming Division (PPD) • Division Chief / Assistant Division Chief; Monitoring and Evaluation Division (MED)
	1.8. Endorse the requested document to the concerned DILG Official via DMS.		4 hour/s	• Director IV; Planning Service (PS)
	1.9. Approve and sign the final document and return it to the Planning Service for release via DMS.		1 working day/s	• Concerned DILG Official (Secretary, Undersecretary or Assistant Secretary);

				Any of requesting office / division
2. Acknowledge receipt of the requested document from the Planning Service. **Location:** DILG-Planning Service	2. Record and forward the requested official document to requesting agency/office/ private entity through Central Records Section (AS-PD), DMS, email, other online platforms and/or hand-carry delivery. For walk-in clients: Release the requested document to client.	None	2 hour/s, 30 minute/s	• Administrative Aide VI; Planning and Programming Division (PPD) • Administrative Aide VI; Monitoring and Evaluation Division (MED)
3. Fill-up Client Satisfaction Survey (CSS) Form (manual or electronic) upon receipt of the requested document from the Planning Service **Location:** DILG-Planning Service	3. Retain all records	None	30 minute/s	• Administrative Aide VI, Designated Records Custodian/ Process Owner; Planning and Programming Division (PPD) • Administrative Aide VI, Designated Records Custodian/ Process Owner; Monitoring and Evaluation Division (MED)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Administrative Service (AS)

External Services

1. Recruitment, Selection and Promotion for 1st and 2nd Level Positions

This service refers to the recruitment, selection and promotion process for 1st and 2nd level career service positions in the Department.

Office or Division:	Administrative Service (AS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	All internal and external applicants
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Application Letter (1) Electronic Copy	Applicant / Client
Remarks: *Application letter shall be duly signed by the applicant, and must include the Position Title and Item Number of the position being applied for.*	
2. Updated Personal Data Sheet (CSC Form No. 212) with Work Experience Sheet (1) Electronic Copy	Applicant / Client
Remarks: *CSC Form No. 212 may be downloaded from http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*	
3. Transcript of Records (1) Electronic Copy	Applicant / Client
Remarks: *School Graduated*	
4. Diploma (1) Electronic Copy	Applicant / Client
Remarks: *School Graduated*	

5. Proof of Eligibility (e.g. CSC Certificate of Eligibility, Certificate/License/ID issued by the Professional Regulation Commission (PRC), Integrated Bar of the Philippines (IBP), etc.) (1) Photo Copy	Applicant / Client
Remarks: *Civil Service Commission (Professional and Sub-Professional Eligibility), Professional Regulation Commission (Licensed Professional Teacher, Registered Nurse, Licensed Engineer, Certified Public Accountant), Integrated Bar of the Philippines, etc.*	
For Situational Requirement	
A. Situational Requirement	
Sub Situational Requirement/s	
A.a. If applying for LGOO IV, V, VI or VII positions	
A.a.1. Certificate of Completion of LGOO Training Course (1) Electronic Copy	Local Government Academy - (LGA)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete job application documents with accurate applicant details via DILG Careers (online portal). **Location:** https://careers.dilg.gov.ph/ **Notes/Instruction:** All requirements for submission shall be uploaded using Portable Document Format (PDF), file size not exceeding 5 mb.	1. Check the completeness and accuracy of the job application letter and supporting documents, then receive the documents.	None	10 minute/s	• PD Action Officer / Administrative Officer II / IV; Administrative Service (AS)
2. Acknowledge receipt of the notification of	2. Evaluate job applications and inform applicants	None	1 working day/s	• Administrative Officer II / IV;

indorsement or regret letter via email. **Location:** Notification of indorsement/regret letter shall be sent to the email address used by the applicant upon submission of requirements.	whether they meet the Qualification Standards (QS). If the QS is met, prepare an indorsement letter signed by the AS-PD Chief and forward it, along with the application documents, to the concerned HRMSPB.			Administrative Service (AS)
3. Confirm attendance to the PQE schedule through email if qualified; the applicant will take the PQE on the scheduled date either via Zoom or face-to-face at the DILG-NAPOLCOM Center. **Location:** Notification of PQE schedule/regret letter shall be sent to the email address used by the applicant upon submission of requirements.	3.1. If qualified per the functional requirements of the position, inform the applicant of the DILG Prequalifying Exam (PQE) schedule via SMS or email; otherwise, send a regret letter.	None	1 working day/s	• HRMSPB/ Secretariat ; Any of requesting office / division
	3.2. Accomplish the PQE Request Form and forward it to the Personnel Division, Administrative Service.		1 working day/s	• HRMSPB Secretariat ; Any of requesting office / division
	3.3. Receive the PQE request and administer the PQE.		5 working day/s	• Psychometrician Action Officer; Administrative Service (AS)
4. Acknowledge receipt of the PQE result via email. **Location:** Notification of PQE result shall be sent to the email address used by the applicant upon submission of requirements.	4. Inform the applicant of the PQE result through SMS, email, or regular mail.	None	5 working day/s	• HRMSPB Secretariat ; Any of requesting office / division
5. Confirm attendance to the B/S HRMSPB functional	5.1. Conduct applicant assessments through:	None	50 working day/s	• HRMSPB Secretariat ; Any of

examination and/or Central HRMSPB panel interview on the scheduled date via email. **Location:** Confirmation of attendance shall be done using the email address used by the applicant upon submission of requirements.	a. Functional examination b. Group orals c. Panel interview d. Other competency-based assessment methods			requesting office / division
	5.2. Deliberate and calibrate the results of the selection process.		10 working day/s	• HRMSPB Secretariat ; Any of requesting office / division
	5.3. Conduct background checks on screened applicants and endorse them to the final recommending/approving authority. Notify applicants of the CHRMSPB panel interview schedule. Conduct the CHRMSPB assessment and/or panel interview, then deliberate on the results.		10 working day/s	• HRMSPB Secretariat ; Any of requesting office / division
6. Acknowledge the letter and accomplish the Client Satisfaction Survey via email. **Location:** email	6. Notify the applicant considered for appointment as well as the concerned operating unit and administer the Client Satisfaction Survey.	None	4 hour/s	• Administrative Officer II / IV; Any of requesting office / division
7. Submit the basic documentary requirements. **Location:** Personnel Division, Administrative Service	7.1. Request the applicant/candidate to submit the basic documentary requirements.	None	10 working day/s	• Administrative Officer II / IV; Administrative Service (AS)
	7.2. Prepare the appointment.		1 working day/s	• Administrative Officer II / IV; Administrative Service (AS)

8. Sign the appointment documents and other Civil Service Commission forms. **Location:** Personnel Division, Administrative Service	8. Approve the appointment and notify the appointee.	None	7 working day/s	• Designated Approving Authority; Administrative Service (AS)
9. Attend the oath-taking ceremony and assume duty. **Location:** DILG Central Office	9.1. Conduct the oath-taking ceremony, either physically or online.	None	3 hour/s	• Designated Approving Authority; Administrative Service (AS)
	9.2. Post the list of newly hired/promoted employees on the DILG website and in three conspicuous places within the Department for 15 calendar days.		5 hour/s	• Administrative Assistant VI; Administrative Service (AS)
10. Submit documents in compliance with CSC requirements for newly hired, promoted, or transferred employees. **Location:** Personnel Division, Administrative Service	10. Facilitate the completion of appointment documents for submission to the CSC.	None	3 working day/s	• Administrative Assistant VI / Administrative Officer V; Administrative Service (AS)
11. Undergo personnel briefing and onboarding . **Location:** DILG Central Office	11. Conduct a personnel briefing for the appointee.	None	4 hour/s	• Action Officer; Administrative Service (AS)
Total Processing Time:		Working Days: 106 working day/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

General Services Division (GSD)

External Services

1. Disposal of Properties Thru Donation and Transfer Without Cost

To ensure the proper disposal of properties through donation and transfer without cost, pursuant to COA-DBM Joint Circular No. 2024-1 dated January 30, 2024.

Office or Division:	General Services Division (GSD)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	For donations, Charitable, Scientific, Educational, or Cultural Institutions For transfer without cost, Government Offices (Such as National Government Agencies (NGAs), Public schools, Local Government Units (LGUs), and Barangay
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. For Donation- Secretary of the Interior and Local Government (SILG) /Authorized Representative Signed/Approved Deed of Donation. (1) Original Copy	Department of the Interior and Local Government Central Office (DILG CO) - General Services Division (Disposal and Appraisal Committee)
2. For Transfer without cost- Secretary of the Interior and Local Government (SILG)/Authorized Representative Signed/Approved Property Transfer Report (1) Original Copy	Department of the Interior and Local Government Central Office (DILG CO) - General Services Division (Disposal and Appraisal Committee)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a Letter requesting properties for donation/transfer without cost through email or courier **Location:** Department of the Interior and Local Government (DILG)-General Services	1.1. Route the request letter to the Administrative Service Director or Office of the Provincial/Regional Director.	None	30 minute/s	• Records Section Unit; DILG Regional Offices • Property Officer; General Service Division (GSD)

Division/Regional Offices	1.2. Approve the request.		1 working day/s	• Director, Administrative Service; Administrative Service (AS) • Regional Director; DILG Regional Offices
	1.3. Check the availability of properties and prepare a list.		1 working day/s	• Property Officer; General Service Division (GSD)
	1.4. Prepare the Disposal and Appraisal Committee (DAC) Resolution.		1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD)
	1.5. Review and approve the DAC Resolution for the donation/transfer of properties.		1 working day/s	• Disposal and Appraisal Committee (DAC); General Service Division (GSD) • Secretary of the Interior and Local Government (SILG) / Authorized Representative; Office of the Secretary • Provincial/ Regional

				Director; DILG Regional Offices
	1.6. Finalize the Deed of Donation or Property Transfer Report.		2 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD) • Legal Officer; Legal and Legislative Liaison Service (LLLS) • Provincial/ Regional Legal Officer; DILG Regional Offices
	1.7. Approve the Deed of Donation or Property Transfer Report.		1 working day/s	• Secretary of the Interior and Local Governme nt (SILG) / Authorized Represent ative; Office of the Secretary • Provincial/ Regional Secretariat; DILG Regional Offices
	1.8. Prepare and send a letter to the requesting office informing them of the		1 working day/s	• Disposal and Appraisal Committee (DAC)

	approved donation/transfer.			Secretariat ; General Service Division (GSD)
2. Receipt of the donated/transferred properties. **Location:** Department of the Interior and Local Government (DILG) Central Office- General Services Division (GSD)	2.1. Release the requested properties.	None	1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat ; General Service Division (GSD) • Property Officer; General Service Division (GSD)
	2.2. Submit the Deed of Donation or Property Transfer Report to the Accounting Section/Division for removal of the donated/transferred properties from the books of account.		1 working day/s	• Property Officer; General Service Division (GSD) • Accounting Officer; Accounting Division (AD)
Total Processing Time:		Working Days: 10 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	

Central Records Section

External Services

1. Request for Access to Documents/ Records/ Information

Provision on the request for access of records/documents for Freedom of Information per EO 02, Series of 2016.

Office or Division:	Central Records Section
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local Government Officials and Employees, Other Government Agencies, Students and Researchers, General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. DILG Request Form (1) Original Copy Or (1) Electronic Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *Records Section, DILG-Central Office (for hard copy) or at the DILG official website under* ***Reports and Resources>Resources and Downloads>Forms*** *(for electronic copy)*	
2. Letter-request from the Requesting Party (if bearer is authorized representative only) (1) Original Copy	Applicant / Client
3. One (1) valid identification cards (ID) with picture • Company ID • GSIS/SSS ID • Voter's ID • Passport • Driver's license • PRC ID • Senior Citizen's ID • Postal ID • Philhealth ID	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Fill out all applicable fields. If you are an authorized representative, attach a letter-request from the requesting party. Indicate the number of copies needed. (Note: If the total number of pages requested does not exceed 50, proceed directly to Step 5.) **Location:** Department of the Interior and Local Government	1.1. Receive the duly accomplished Request Form along with the letter-request, if applicable.	**Possible Fees** Breakdown: Reproduction per page : PHP 3 Authentication: PHP 2	5 minute/s	• Administrative Officer I; Central Records Section
	1.2. Review the submitted request.		15 minute/s	• Administrative Officer I; Central Records Section
	1.3. Retrieve the requested document/record.		1 hour/s	• Administrative Officer III; Central Records Section
	1.4. Reproduce the document/record based on the number of copies requested.		30 minute/s	• Administrative Officer III; Central Records Section
	1.5. Inform the client regarding the status status of their request.		5 minute/s	• Administrative Officer I; Central Records Section
	1.6. Compute the applicable fees for payment of the client.		5 minute/s	• Administrative Officer V; Central Records Section
2. Seek Order of Payment **Location:** Department of the Interior and Local Government	2. Prepare Order of Payment	None	15 minute/s	• Chief Accountant ; Accounting Division (AD)
3. Pay the required fees **Location:** Department of the Interior and Local Government	3. Issue Official Receipt (OR) for the payment of requested document/ record.	None	10 minute/s	• Administrative Officer V; Cash Section

4. Present the OR and two (2) valid IDs **Location:** Department of the Interior and Local Government	4.1. Write the OR number in the request form and check the IDs presented by the client	None	3 minute/s	• Administrative Officer I; Central Records Section
	4.2. Release the document/record		2 minute/s	• Administrative Officer I;
5. Accomplish the Client Satisfaction Survey (CSS) form. **Location:** Department of the Interior and Local Government	5. Administer the CSS to the client	None	5 minute/s	• Administrative Officer I; Central Records Section
Total Processing Time:		Working Days: 2 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees • **Reproduction per page** : 3 • **Authentication** : 2				

Human Resource Management Division (HRMD)

External Services

1. Request for Nominees for Scholarships/ Training Grants

To provide foreign/local scholarships to qualified and deserving officials/ employees for their professional and career development, competency enhancement & efficiency in the delivery of services for the achievement of the Department's objectives.

Office or Division:	Human Resource Management Division (HRMD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Donor Institutions (JICA, JDS, KOICA, AAAEP-P, PMDP-DAP)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Updated Personal Data Sheet (FORM 212)/curriculum vitae (1) Electronic Copy	Applicant / Client
2. Medical Certificate (1) Electronic Copy	Applicant / Client
3. Endorsement from the Director (1) Electronic Copy	Applicant / Client
4. 9-in-1 Certification (1) Electronic Copy	Applicant / Client
5. Proposed Commitment Action Plan (CAP)/REAP (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Forwards invitation letter to the applicants through DMS **Location:** Human Resource Management Division (HRMD)	1.1. Receive, download, review, record, and encode the invitation letter from donor institutions in the DMS. Forward the same to the designated HRMD Action Officers.	None	10 minute/s	• Administrative Assistant IV; Human Resource Management Division (HRMD)

	1.2. HRMD Action Officer evaluates the invitation, identifies the type of scholarship/training grant, number of nominees required, target recipients, deadlines, course details, and other requirements.		10 minute/s	• Administrative Officer V; Human Resource Management Division (HRMD)
	1.3. Disseminate the scholarship/training grant opportunity by preparing a Memorandum addressed to all Regional/Bureau/Service Directors, requesting applications or recommendations.		1 working day/s	• Administrative Officer V; Human Resource Management Division (HRMD)
	1.4. Once the signed Memorandum is received, record it in the DMS and forward it to the Records Section for official release in accordance with the Central Records Management Procedure.		30 minute/s	• Administrative Assistant IV; Human Resource Management Division (HRMD)
	1.5. Receive endorsements of applicants from their respective offices. HRMD Action Officer evaluates each endorsement.		1 hour/s	• Administrative Officer V; Human Resource Management Division (HRMD)
	1.6. Identify and shortlist qualified applicants who have no outstanding service obligation. Candidates may be sourced from: (1) The Database of Prospective Applicants; and/or (2)		4 hour/s	• Administrative Officer V; Human Resource Management Division (HRMD)

		Endorsements received from respective offices. Note: The database is utilized in the absence of endorsed applicants from the offices.		
		1.7. Submit the list of shortlisted applicants to the HRMD Chief for review and comments.	30 minute/s	• Administrative Officer V; Human Resource Management Division (HRMD)
		1.8. For database-sourced applicants, confirm their interest and availability, and secure approval from their respective Heads of Office.	15 minute/s	• Administrative Officer V; Human Resource Management Division (HRMD)
		1.9. Prepare and review the Comparative Matrix of Applicants for appropriate action of the HRMD Action Officer. If time permits, instruct the HRMD Action Officer to prepare for the Central Office Human Resource Development Committee (COHRDC) deliberation. If nearing the deadline, instruct the preparation of an HRDC Referendum or Resolution.	1 working day/s	• Administrative Officer V; Human Resource Management Division (HRMD)
		1.10. Prepare the following documents for Human Resource Development Committee Online Deliberation: 1. Notice of Meeting; 2. Notice of Schedule of	1 working day/s	• Administrative Officer V; Human Resource Management Division (HRMD)

	written exams/interviews; 3. Communicate to candidates the compilation of documentary requirements - Commitment Action Plan or the proposed REAP. The CHRDC Secretariat will provide the complete documents to the CHRDC Board a week before the panel interview.		
	1.11. CHRDC Secretariat consolidates and documents the results of the online deliberation.	30 minute/s	• Administrative Officer V; Human Resource Management Division (HRMD)
	1.12. For cases requiring CHRDC Referendum/Resolution, prepare and submit the same with the candidate's complete supporting documents: 1. Endorsement from the Director; 2. Updated Personal Data Sheet (PDS); 3. 9-in-1 Certification; 4. Medical certificate; and 5. Proposed Commitment Action Plan/REAP for their approval/signature.	3 hour/s	• Administrative Officer V; Human Resource Management Division (HRMD)
	1.13. CHRDC Secretariat compiles the CHRDC Deliberation Matrix for review by the HRMD Chief and approval of the AS Directo for HRC Referendum.	2 hour/s	• Administrative Officer V; Human Resource Management Division (HRMD)

	1.14. Review the qualifications of the candidates and designate nominees as principal or alternate by indicating their initials in the provided column.		2 hour/s, 30 minute/s	• Administrative Officer V; Human Resource Management Division (HRMD)
2. Receive Endorsement of Applicants from the department and accomplish CSS through DMS **Location:** Human Resource Management Division (HRMD)	2.1. Prepare an endorsement letter to the donor institution along with a cover memorandum. Route the documents to the HRMD Chief for review, to the AS Director for approval, and to OASHRD for signature.	None	3 hour/s	• Administrative Officer V; Human Resource Management Division (HRMD)
	2.2. Submit the endorsed applicants to the donor institution, ensuring all supporting documents are attached. Include the accomplished Client Satisfaction Survey (CSS) in the submission.		15 minute/s	• Administrative Officer V; Human Resource Management Division (HRMD)
Total Processing Time:		Working Days: 5 working day/s, 1 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office of Project Development Services (OPDS)

External Services

1. Queries/Follow-ups on Projects Requesting Financial Assistance for Phone-in Clients

To provide responses to the queries/follow-ups of LGUs and other government agencies seeking financial assistance for proposed projects from phone-in clients.

Office or Division:	Office of Project Development Services (OPDS)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local Chief Executives, Elected LGU Officials, Representatives/Staff of Senators/Congressmen, Non-Government Organizations, General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request for Financial Assistance with Complete Information (name, contact number, and email address of the contact person) (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Inquire about/follow up on the financial assistance request through phone. **Location:** Project Capacity Development Division (PCDD), Office of Project Development Services (OPDS)	1.1. Assess the nature and details of the financial assistance request.	None	5 minute/s	• Administrative Officer/Records Officer; Office of Project Development Services (OPDS)
	1.2. Refer the matter to the designated Action Officer for appropriate action.		5 minute/s	• Administrative Officer/Records Officer; Office of Project Developme

				nt Services (OPDS)
	1.3. Review and evaluate the documents submitted to the Bureau.		5 minute/s	• LGOO IV/V/Focal Person; Office of Project Development Services (OPDS)
	1.4. Communicate the actions taken regarding the request and recommend alternative funding sources, if applicable.		5 minute/s	• LGOO IV/V/Focal Person; Office of Project Development Services (OPDS)
Total Processing Time:		Working Days: 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Query/Follow-up on Projects Requesting Financial Assistance for Documents Routed Through the DILG Document Management System (DMS)

To respond to the queries/follow-ups of LGUs and other government agencies seeking financial assistance for proposed projects routed through the DILG Document Management System (DMS).

Office or Division:	Office of Project Development Services (OPDS)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local Chief Executives, Elected LGU Officials, Representatives/Staff of Senators/Congressmen, Non-Government Organizations, General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Original Copy of the Letter Request for Financial Assistance with Complete Information (name, contact numbers, and email address of the contact person) (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a request/follow-up for financial assistance through the Document Management System (DMS). **Location:** Project Capacity Development Division (PCDD), Office of Project Development Services (OPDS)	1.1. Receive and record the documents, then forward them to the Office of the Director.	None	10 minute/s	• Receiving Officer/ Administrative Officer; Office of Project Development Services (OPDS)
	1.2. Review the request and route it to the appropriate Division or Unit.		10 minute/s	• Receiving Officer/Administrativ Officer; Office of Project Development Services (OPDS)

	1.3. Evaluate the request and forward it to the designated Focal Person.		10 minute/s	• Administrative Officer; Office of Project Development Services (OPDS)
	1.4. Assess the request and draft the response letter.		5 working day/s	• LGOO IV/V/Focal Person; Office of Project Development Services (OPDS)
	1.5. Review the draft response letter(s) and submit them to the Office of the Director or the Office of the Undersecretary for Local Government for approval and signature.		7 hour/s	• Division Chief; Office of Project Development Services (OPDS)
	1.6. Approve, sign, or endorse the letter(s), as required.		1 working day/s	• Office of the Director (OD)/Office of the Undersecretary for Local Government (OUSLG); Office of Project Development Services (OPDS)
	1.7. Record and release the signed document through the DMS and administer the Client Satisfaction Survey (CSS).		5 minute/s	• Administrative Officer; Office of Project Development Services (OPDS)
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 35 minute/s		

Total Processing Fee:	Total Standard Fee: None

3. Query/Follow-up on Projects Requesting Financial Assistance for Phone-in Clients

To provide response to the query/follow-up of LGUs and other Government Agencies seeking Financial Assistance for proposed projects for phone-in clients

Office or Division:	Office of Project Development Services (OPDS)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local Chief Executives, Elected LGU Officials, Representative/Staff of Senators/Congressmen, Non-Government Organizations, General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request for Financial Assistance with Complete Information (Name, Contact Number and E-mail address of Contact Person) (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Phone Inquiry/Follow-Up on Financial Assistance Request **Location:** Project Capacity Development Division (OPDS), Office of Project Development Services (OPDS)	1.1. Assess the nature and details of the financial assistance request.	None	5 minute/s	• Administrative Officer/Records Officer; Office of Project Development Services (OPDS)
	1.2. Refer the matter to the designated Action Officer for handling.		5 minute/s	• Administrative Officer/Records Officer; Office of Project Developme

				nt Services (OPDS)
	1.3. Review and evaluate the documents submitted to the Bureau.		5 minute/s	• LGOO IV/V/Focal Person; Office of Project Development Services (OPDS)
	1.4. Communicate the action taken regarding the request and recommend alternative funding sources, if applicable.		5 minute/s	• LGOO IV/V/Focal Person; Office of Project Development Services (OPDS)
Total Processing Time:		Working Days: 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Query/Follow-up on Projects Requesting Financial Assistance for Walk-in Clients

To respond to the queries/follow-ups of LGUs and other government agencies seeking financial assistance for proposed projects from walk-in clients.

Office or Division:	Office of Project Development Services (OPDS)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Local Chief Executives, Elected LGU Officials, Representatives/Staff of Senators/Congressmen, Non-Government Organizations, General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request for Financial Assistance with complete information (name, contact number, and email address of the contact person) (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a request for financial assistance. **Location:** Project Capacity Development Division (PCDD), Office of Project Development Services (OPDS)	1. Review and evaluate the submitted request letter for financial assistance.	None	5 minute/s	• Administrative Officer/Records Officer; Office of Project Development Services (OPDS)
2. Inquire about the status of the financial assistance request. **Location:** PCDD, OPDS	2.1. Receive the inquiry and issue a receiving copy to the client.	None	3 minute/s	• Administrative Officer/Records Office; Office of Project Developme

				nt Services (OPDS)
	2.2. Forward the request to the designated Focal Person for appropriate action.		2 minute/s	• Administrative Officer/Records Officer; Office of Project Development Services (OPDS)
	2.3. Assess the inquiry and provide guidance to the client regarding the succeeding steps and procedures.		5 minute/s	• LGOO IV/V/Focal Person; Office of Project Development Services (OPDS)
	2.4. Draft a referral or response letter addressed to the concerned government agency and the requesting client.		1 hour/s	• LGOO IV/V/Focal Person; Office of Project Development Services (OPDS)
	2.5. Review the letter and endorse it to the Office of the Director for signature.		15 minute/s	• Division Chief; Office of Project Development Services (OPDS)
	2.6. Approve and sign the response letter.		15 minute/s	• Director; Office of Project Development Services (OPDS)
3. Receive the signed document. **Location:** PCDD, OPDS	3. Record the signed document and release it through the Document Management System (DMS).	None	10 minute/s	• Administrative Officer/Records Officer; Office of Project Developme

				nt Services (OPDS)
Total Processing Time:	Working Days: 1 hour/s, 55 minute/s			
Total Processing Fee:	Total Standard Fee: None			

National Barangay Operations Office (NBOO)

External Services

1. Processing of Barangay Officials' Death and Burial Assistance (BODBA) for Fund Allocation by the Department of Budget and Management (DBM)

Pursuant to Executive Order (EO) No. 139 dated June 18, 2021, which amends EO No. 115 dated August 5, 2002, barangay officials who die during their term of office are entitled to death benefit claims nationwide.

- *Beneficiaries of a deceased **Punong Barangay** are entitled to a death benefit of ₱20,000 and ₱2,000 for burial expenses.*
- *Beneficiaries of a deceased **Member of the Sangguniang Barangay**, **Sangguniang Kabataan (SK) Chairperson** as Ex-Officio Member, **Barangay Secretary**, **Barangay Treasurer**, and **Indigenous Peoples Mandatory Representative (IPMR)** are entitled to a death benefit of ₱10,000 and ₱2,000 for burial expenses.*

Office or Division:	National Barangay Operations Office (NBOO)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Surviving Legitimate Claimants/Beneficiaries of Deceased Barangay Official
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Citizen's Charter Service Request Form (CCSRF) (1) Original Copy	DILG - Field Office/Official Website
2. Certification that the barangay official was incumbent at the time of his/her death (1) Original Copy	DILG - Field Office
3. Death Certificate of the Deceased Barangay Official (1) Certified True Copy	Local Civil Registrar/Philippine Statistics Authority (PSA) - N/A
4. Government-issued Valid ID of the claimant (1) Photo Copy	Postal ID, GSIS, SSS, PAG-IBIG UMID, Driver's License, Passport, etc - N/A
For Situational Requirement	
A. If claimant is the Widow/Widower of Deceased Barangay Official	
A.1. Marriage Certificate (1) Original Copy Or (1) Certified True Copy	Local Civil Registrar/Philippine Statistics Authority (PSA) - Local Civil Registrar/Philippine Statistics Authority (PSA)

B. If claimant is the Parent of Deceased Barangay Official	
B.1. Birth Certificate of the Deceased Barangay Official (1) Original Copy Or (1) Certified True Copy	Local Civil Registrar/PSA - Local Civil Registrar/PSA
C. If claimant is the Son/Daughter or Brother/Sister of Deceased Barangay Official	
C.1. Birth Certificate of the Claimant (1) Original Copy Or (1) Certified True Copy	Local Civil Registrar/PSA - Local Civil Registrar/PSA
C.2. Special Power of Attorney or Waiver of Rights, if multiple beneficiaries/claimants have been declared by the deceased barangay official; or if the claimant/s cannot personally do the transaction. (1) Original Copy	Lawyer/Notary Public - Lawyer/Notary Public
C.3. Affidavit of Guardianship, if a designated beneficiary/legal heir is a minor (1) Original Copy	Lawyer/Notary Public - Lawyer/Notary Public
D. If there is a discrepancy in the name of the deceased barangay official or claimant	
D.1. Affidavit of Two (2) Disinterested Persons (1) Original Copy	Lawyer/Notary Public - Lawyer/Notary Public
E. If there is no primary and secondary beneficiary/claimant	
E.1. Affidavit of Two (2) Disinterested Persons or Affidavit of Self-Adjudication to support that he/she is the only surviving heir of the deceased barangay official (1) Original Copy	Lawyer/Notary Public - Lawyer/Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish and submit the Citizen's Charter Request Form (CCSRF) and other documentary requirements to the DILG Field Office either personally or via dropbox/courier. **Location:** DILG Field Office	1.1. Receive, record, and evaluate the accomplished CCSRF and other documentary requirements. If there are discrepancies or deficiencies, immediately inform the claimant and return the request. If the documents are complete and accurate, process the BODBA request and submit it to the DILG Provincial Office (PO) through the Barangay	None	1 working day/s	• City/Municipal Local Government Operations Officer (C/MLGOO); DILG Highly Urbanized City (HUC)/Independent Component City (ICC) Director ; DILG Field Offices

	Information System – Barangay Officials' Death and Burial Assistance (BIS-BODBA) module.			
	1.2. Verify the correctness and completeness of the BODBA request and submit it to the DILG Regional Office (RO) through the BIS-BODBA module. For any discrepancies or deficiencies, return the request to the C/MLGOO for appropriate action.		1 working day/s	• BODBA Provincial Focal Person; DILG Provincial Offices
	1.3. Verify the correctness and completeness of the BODBA request and submit it to the Central Office (CO) through the BIS-BODBA module. For any discrepancies or deficiencies, return the request to the PO/HUC/Independent Component City (ICC) Focal Person for appropriate action.		1 working day/s	• BODBA Regional Focal Person; DILG Regional Offices
	1.4. Verify the correctness and completeness of the BODBA request and the submitted required documents. For any discrepancies or deficiencies, return the request to the RO Focal Person for appropriate action. 1.4.1 Submit to the Section Chief the Cover Memo for the OASAFC, Transmittal Letter to the DBM, Consolidated List of DBO, and Checklist		1 working day/s	• BODBA Focal Person; Section Chief; Assistant Division Chief; Division Chief; Assistant Director and Director; National Barangay Operations

	of Documentary Requirements through the Document Management System (DMS). 1.4.2 Submit to the OASAFC the approved Cover Memo along with the other documents through the DMS.			Office (NBOO)
	1.5. Sign the transmittal letter addressed to the DBM Secretary.		1 working day/s	• Assistant Secretary for Administration, Finance and Comptrollership; Office of the Assistant Secretary for Administration, Finance, and Comptrollership
	1.6. Transmit the approved documents to the DBM for fund allocation.		1 working day/s	• OASAFC Liaison Officer; Office of the Assistant Secretary for Administration, Finance, and Comptrollership
	1.7. Wait for the DBM to Release Fund Allocation.		20 working day/s	• Not Applicable; Department of Budget and

				Management (DBM)
	1.8. Receive the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA); prepare and release the Sub-Allotment Release Order (SRO) and Notice of Transfer Allocation (NTA) to the respective Regional Offices (ROs) through the Financial Reporting System (FRS).		6 working day/s	• Budget Officer/Processor; Financial and Management Service (FMS)
	1.9. Receive the SRO and process the transfer of funds to the respective PO/HUC/ICC.		6 working day/s	• Regional Accountant / Budget Officer/ Cashier/ Regional Focal Person/ Regional Director/ Asst. Regional Director; DILG Regional Offices
	1.10. Receive the SRO, prepare the check, and notify the claimant(s), which may also be coursed through the C/MLGOO.		4 working day/s	• Provincial Office/ HUC Directors/ Finance and Administrative Section – Assigned Officer; DILG Provincial Offices
2. Receive the check and complete the Client Satisfaction Survey (CSS) Form.	2. Release the check(s) to the claimant(s) and administer the Client	None	1 hour/s	• Provincial Office/HUC Assigned Officer;

Location: DILG Provincial Office	Satisfaction Survey (CSS) Form.			DILG Provincial Offices
Total Processing Time:	Working Days: 42 working day/s, 1 hour/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		

Office Groups and Divisions					
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del Pilar	Lidlidda	Magsingal	Nagbukel	Narvacan
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin
Balaoan	Bangar	Bauang	Burgos	Caba	Luna
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria

Office Groups and Divisions					
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao
Science City of Muñoz	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires	Alaminos	Bay	Biñan City

Office Groups and Divisions					
		City			
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet

Office Groups and Divisions					
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista

Office Groups and Divisions					
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian

Office Groups and Divisions					
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal

Office Groups and Divisions					
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan

Office Groups and Divisions					
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					

2. Provision of Barangay Data

This data/information on barangay and barangay officials is being requested as bases/references in drafting policies by the Senate of the Philippines and the House of Representatives. The academe and researchers are also requesting these data as a reference for their studies, analysis, and other purposes. The lists of data being provided are as follows:

1. *Directory of Barangay Officials (with Barangay Hall Contact Number only);*
2. *Statistics related to the Profile of Barangay and Barangay Officials;*
3. *IRA and Population of Barangays (data from the Department of Budget and Management [DBM] and Philippine Statistics Authority [PSA]); and*
4. *Certification as to elected barangay officials. In adherence to the Data Privacy Act of 2012, only disaggregated data on the profile of the barangay officials shall be provided to the clients.*

Office or Division:	National Barangay Operations Office (NBOO)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Barangay and SK Officials, National Government Agencies, Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Local Government Units (LGUs), Liga ng mga Barangay (LnB) sa Pilipinas, and the General Public
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 7160, DILG Circular 2018-28, DILG MC 2018-117

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter of request indicating purpose (original, photocopy, or electronic copy) (1) Original Copy	Applicant / Client
2. Identification Card/ Letter of Authorization , if necessary (1) Photo Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the letter of request to the NBOO Records Officer either in person or via email at nboo.dilgco2020@gmail.com.	1.1. Receive, record, and route the request to the appropriate Office/Division Chief/Focal Person for action.	None	15 minute/s	• NBOO Records Officer; National Barangay Operations

Location: NBOO				Office (NBOO)
	1.2. Review and assess the data requirements specified in the request.		10 minute/s	• Focal Person; Research and Profiling Division (RPD)
	1.3. Process the data, prepare the Complete Staff Work (CSW), and forward it to the next higher supervisor(s) for review and approval.		5 working day/s, 4 hour/s	• Focal Person; Research and Profiling Division (RPD)
	1.4. Review and recommend approval of the requested data; submit the draft transmittal letter to the Office of the Director.		20 minute/s	• DC, Asst. DC, SC, Division Records Officer; Research and Profiling Division (RPD)
	1.5. Approve the Complete Staff Work (CSW).		3 hour/s	• NBOO Director; National Barangay Operations Office (NBOO)
2. Receive and acknowledge the requested data and accomplish the Customer Satisfaction Survey (CSS) Form. **Location:** NBOO or Email	2. Release the approved CSW, including the signed transmittal letter and requested data, to the DILG Central Records Section and send a copy via email.	None	15 minute/s	• NBOO Records Officer/Assigned Action Officer; National Barangay Operations Office (NBOO)
Total Processing Time:		Working Days: 6 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. Provision of DILG-Administered Package of Assistance to the Former Rebels (FRs), Militia ng Bayan (MB) And Former Violent Extremist (FVEs) Under the Enhanced Comprehensive Local Integration Program (E-CLIP)

The Enhanced Comprehensive Local Integration Program (ECLIP) is one facet of many strategies of the government to obtain just and lasting peace, social transformation, and inclusive development. By catering to individuals who surfaced and wanted to return to the folds of the law and become productive citizens of the society, ECLIP is an encouraging scheme that promotes reconciliation in a non-violent manner.

The Department, through the ECLIP – Program Management Office (PMO) under the National Barangay Operations Office (NBOO), facilitates the provision of the DILG-Administered Package of Assistance to Former Rebels (FRs) and Former Violent Extremists (FVEs) which includes the following:

- *Immediate Assistance (Php 15,000.00) - Assistance given in exchange for the expenses FRs and FVEs incurred while their ECLIP enrolment is being processed.*
- *Livelihood Assistance (Php 50,000.00) – Aid for FRs and FVEs to implement their Business Plan (Mungkahing Proyekto).*
- *Reintegration Assistance (Php 21,000.00) – Used to defray expenses incurred by FRs and FVEs while in the custody of the receiving unit, and other incidental costs that may be incurred while processing their documents.*
- *Firearms Remuneration – Assistance for FRs and FVEs who surrender their firearms. The amount given is double the cost valuation of turned-in firearms based on the latest issuance of the PNP.*

The ECLIP – PMO also oversees the processing of applications and provision of funds for the construction of Halfway Houses which serve as temporary and transitional living facilities designed to help FRs and FVEs reintegrate into society.

Office or Division:	National Barangay Operations Office (NBOO)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	The following partner-stakeholders may receive the DILG-administered Package of Assistance under ECLIP: **1. Former Rebels (FRs)** - Members of the Communist Party of the Philippines (CPP), New People's Army (NPA), National Democratic Front (NDF), and Militia ng Bayan (MB) who voluntarily abandoned the armed struggle to become productive members of society; FRs who surfaced on April 3, 2018 and onwards; and FRs who surfaced starting July 1, 2016 who have not received full assistance under CLIP. **2. Former Violent Extremists (FVEs)** - Members of the Abu Sayyaf Group, Maute Group, Dawlah Islamiya, Bangsamoro Islamic Freedom Fighter, Turaife Group, and other violent extremist groups that may be identified by the JAPIC who voluntarily abandoned the armed struggle to become productive members of society; FVEs who surfaced on April 3, 2018 and onwards; and FVEs who surfaced starting July 1, 2016

	provided that the circumstances of their surrendered to the receiving unit may be proven and that assistance of the same nature was not received.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Joint AFP-PNP Intelligence Committee (JAPIC) Certification (1) Original Copy	DILG or BARMM-MILG Provincial/HUC/ICC Offices - N/A
2. ECLIP Enrolment Form (Form 2) (1) Original Copy	DILG or BARMM-MILG Provincial/HUC/ICC Offices - N/A
3. Any valid government issued ID (1) Photo Copy	Postal Office, GSIS, SSS, LTO, DFA, COMELEC, PhilHealth, etc. - N/A
4. Former Rebel Reintegration Plan (FRRP; Form 4) for FRs or Former Violent Extremist Reintegration Plan (FVERP; Form 5) for FVEs (1) Original Copy	DILG or BARMM-MILG Provincial/HUC/ICC Offices - N/A
5. Business Plan (Mungkahing Proyekto; Form 6) (1) Original Copy	DILG or BARMM-MILG Provincial/HUC/ICC Offices - N/A
6. For Firearms Remuneration: Property Turn-In Slip (PTIS), Technical Inspection Report (TIR), and Cost Valuation of Inventory Firearms (CVIF) (1) Original Copy	Provincial/HUC/ICC PNP and/ or AFP - N/A

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Surfacing Former Rebel (FR) or Former Violent Extremist (FVE) shall signify their intention to surface **Location:** Receiving unit of any of the following: AFP, PNP, LGUs, CSOs, or any civilian individual	1. Inform the surfacing FR or FVE of the program process.	None	3 working day/s	• Receiving Unit Staff (AFP, PNP, LGUs, CSOs, or any civilian individual);

2. The surfacing FR or FVE shall go to the DILG Provincial/HUC/ICC Office and coordinate with the Local Social Welfare and Development Officer (LSWDO) to begin enrollment. **Location:** Local Social Welfare Development Office	2. Validate the name of the surfacing FR or FVE from the databank whether such person was a recipient of past reintegration programs. If not, the FR or FVE shall be endorsed for further processing.	None	1 working day/s	• Local Social Welfare Development Officer; Local Social Welfare and Development Office (LSWDO)
3. Surfacing FR or FVE shall undergo a Preliminary Interview. **Location:** Local Social Welfare Development Office	3. Conduct the preliminary interview using the prescribed Initial Interview Form (Form 1).	None	1 working day/s	• Local Social Welfare Development Officer; Local Social Welfare and Development Office (LSWDO)
4. Parallel to step 3, Surfacing FR or FVE shall appear to the Joint AFP-PNP Intelligence Committee (JAPIC) for authentication procedures. **Location:** JAPIC (Assigned AFP and PNP Representative)	4.1. Convene to perform the authentication procedures for the surfacing FR or FVE and issue JAPIC Certification	None	1 working day/s	• JAPIC (Assigned AFP and PNP Representative); Joint AFP-PNP Intelligence Committee (JAPIC)
	4.2. Forward JAPIC certification to the ECLIP Committee through LSWDO copy furnish the DILG P/HUC/ICC.		1 working day/s	• JAPIC (Assigned AFP and PNP Representative); Joint AFP-PNP Intelligence Committee (JAPIC) • Local Social

				Welfare Development Officer; Local Social Welfare and Development Office (LSWDO)
5. If in possession of firearms, the FR or FVE must surrender them to the PNP for processing. **Location:** PNP	5. Secure the firearms of the FR or FVE for cost-valuation procedures and demilitarization.	None	2 working day/s	• PNP Officer; Philippine National Police (PNP)
6. Upon issuance of their JAPIC, the FR or FVE shall fill out ECLIP Enrollment Form (Form 2) with the assistance of the LSWDO. **Location:** Local Social Welfare Development Office	6. Assist the FR or FVE in filling Form 2.	None	1 working day/s	• Local Social Welfare Development Officer; Local Social Welfare and Development Office (LSWDO)
7. FR or FVE may choose to be billeted in Halfway House. Nevertheless, the FR or FVE shall undergo Profiling Interview. **Location:** Receiving Unit, Local Social Welfare Development Office	7.1. Administer the Profiling Interview using Form 3.	None	7 hour/s	• Local Social Welfare Development Officer; Local Social Welfare and Development Office (LSWDO)
	7.2. Encode details of the Enrollment Form and attach all necessary documentary requirements in ECLIP-IS. Afterwhich, generate		7 hour/s	• Local Social Welfare Development Officer; Local Social Welfare

	Endorsement Letter using Form 7 and forward the same to DILG P/HUC/ICC		and Developme nt Office (LSWDO)
	7.3. Review the application and documents forwarded by the LSWDO. If found in order, the former will endorse the application and documents to DILG Regional Office (RO) using Form 8.	2 working day/s	• DILG Provincial Focal Person; DILG Provincial Offices • DILG HUC/ICC Focal Person; DILG HUC/ICC Field Offices
	7.4. Review the application and documents forwarded by DILG P/HUC/ICC. If found in order, the former will endorse the application and documents to DILG NBOO ECLIP-PMO using Form 9.	7 hour/s	• DILG RO Focal Person; DILG Regional Offices
	7.5. Cross-check and review the received application and documentary requirements in their database. If found in order, the DILG NBOO ECLIP Focal Person will generate list of FR or FVE enrollees using Form 10 and forward the same to DILG Financial Management Service (FMS).	2 working day/s	• DILG NBOO ECLIP Focal Person; National Barangay Operations Office (NBOO)

	7.6. Input the date and number of Sub-Allotment Release Order (SARO) and transfer the amount to the DILG RO.		6 working day/s	• DILG FMS-Budget Division Focal Person; Budget Division (BD)
	7.7. Transfer the funds to the DILG P/HUC/ICC after receipt of Notice of Transfer of Allocation (NTA).		2 working day/s	• DILG RO Action Officer; DILG Regional Offices
	7.8. Process and issue the check under the name of the FR or FVE, and/or Receiving Unit		3 working day/s	• DILG Provincial Action Officer; DILG Provincial Offices • DILG HUC/ICC Action Officer; DILG HUC/ICC Field Offices
8. FR or FVE will claim their assistance. **Location:** LGU and DILG P/HUC/ICC Field Office	8. Conduct a ceremonial turn-over of checks. The Provincial Governor/HUC/ICC Mayor as ECLIP Committee Chairperson or the designated representative shall award the check to the FR or FVE, and/or Receiving Unit.	None	2 working day/s	• Provincial Governor/ HUC/ICC Mayor (or designated representative); Local Government Unit (LGU) • DILG Provincial Action Officer; DILG Provincial Offices • DILG HUC/ICC Action Officer; DILG

				HUC/ICC Field Offices
9. FR or FVE shall accomplish Former Rebel Reintegration Program (FRRP; Form 4) or Former Violent Extremist Reintegration Program (FVERP; Form 5), Business Plan (Mungkahing Proyekto; From 6); **Location:** Local Social Welfare Development Office	9. Assist the FR or FVE in accomplishing Form 4 or 5, and Form 6, and help the FR or FVE in implementing the same.	None	2 working day/s	• Local Social Welfare Development Officer; Local Social Welfare and Development Office (LSWDO)
Total Processing Time:		Working Days: 31 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo

Office Groups and Divisions					
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del Pilar	Lidlidda	Magsingal	Nagbukel	Narvacan
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin
Balaoan	Bangar	Bauang	Burgos	Caba	Luna
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala

Office Groups and Divisions					
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao
Science City of Muñoz	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue

Office Groups and Divisions					
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires City	Alaminos	Bay	Biñan City
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton

Office Groups and Divisions					
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma

Office Groups and Divisions					
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas

Office Groups and Divisions					
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena

Office Groups and Divisions					
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario

Office Groups and Divisions					
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton

Office Groups and Divisions					
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					
DILG HUC/ICC Field Offices					
Dagupan City	Santiago City	Angeles City	Olongapo City	Lucena City	Puerto Princesa City
Naga City	Iloilo City	Cebu City	Lapu-Lapu City	Mandaue City	Tacloban City
Ormoc City	Zamboanga City	Cagayan de Oro City	Iligan City	Davao City	General Santos City
Butuan City	Baguio City	Caloocan City	Las Piñas City	Makati City	Malabon City
Mandaluyong City	Marikina City	Muntinlupa City	Navotas City	Parañaque City	Pasay City
Pasig City	Quezon City	San Juan City	Taguig City	Valenzuela City	City of Manila
Bacolod City					

4. Response to Complaints Against Barangay and SK Officials

This process provides the client with the necessary assistance, guidance, and/or appropriate action on the complaints received against the alleged acts of irregularities, anomalies, and/or inaction, among others, of Barangay and SK Officials.

Office or Division:	National Barangay Operations Office (NBOO)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Barangay and SK Officials, National Government Agencies, NonGovernment Organizations (NGOs), Civil Society Organizations (CSOs), Local Government Units (LGUs), Liga ng mga Barangay, and the General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Send complaint to e-mail address: nboo.dilgco2020@gmail.com or through DMS. **Location:** nboo.dilgco2020@gmail.com	1.1. Receive complaint, update DMS and forward to CAPDD-PDS Section Chief.	None	5 minute/s	• Admin Staff, Office of the Director; National Barangay Operations Office (NBOO)
	1.2. Receive, evaluate and assign complaint to Action Officer concerned.		10 minute/s	• Section Chief, CAPDD-PDS; Citizens Affairs and Political Development Division (CAPDD)

	1.3. Assess, evaluate and formulate/draft the necessary correspondence (e.g. letter and/or Memorandum) and submit to SC concerned		1 working day/s	• Action Officer concerned; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.4. Review, provide inputs and send to ADC/ DC		20 minute/s	• Section Chief, CAPDD-PDS; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.5. Review, provide inputs and forward to CAPDD Admin. Staff.		20 minute/s	• Assistant Division Chief / Division Chief; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.6. Receive, record and submit to OD.		5 minute/s	• Admin. Staff, CAPDD; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.7. Review, sign and forward to OD Staff for release.		1 hour/s	• Director, NBOO; National Barangay Operations Office (NBOO)
2. Receive the letter reply and accomplish	2. Record and release to the Central Records Section	None	5 minute/s	• Admin Staff, Office of

the Client Satisfaction Survey (CSS) **Location:** Central Records Section	(CRS) the Memorandum to Region and/or letter to complainant with CSS			the Director; National Barangay Operations Office (NBOO)
Total Processing Time:		Working Days: 1 working day/s, 2 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Response to Complex Queries on Barangay and SK Matters/Affairs

This process provides the client with information, guidance, or appropriate action on queries pertaining to Barangay and SK governance, operations, and other Barangay and SK matters.

Office or Division:	National Barangay Operations Office (NBOO)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Barangay and SK Officials, National Government Agencies, NonGovernment Organizations (NGOs), Civil Society Organizations (CSOs), Local Government Units (LGUs), Liga ng mga Barangay (LnB), and the General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. letter query (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a letter inquiry via email at nboo.dilgco2020@gmail.com or through the Document Management System (DMS). **Location:** nboo.dilgco2020@gmail.com	1.1. Receive the inquiry, update the DMS, and forward it to the CAPDD-PDS Section Chief.	None	5 minute/s	• Office of the Director, Admin Staff; National Barangay Operations Office (NBOO)
	1.2. Receive, evaluate, and assign the query to the designated Action Officer.		10 minute/s	• Section Chief CAPDD-PDS; Citizens Affairs and Political Development Division (CAPDD)

	1.3. Receive and evaluate the query, conduct necessary research, draft the response letter, and submit it to the Section Chief.		2 working day/s	• Action Officer concerned; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.4. Review and provide inputs on the draft and forward it to the Assistant Division Chief (ADC) or Division Chief (DC).		1 hour/s	• CAPDD-PDS Section Chief; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.5. Review and provide additional inputs on the draft and forward it to the CAPDD Administrative Staff.		1 hour/s	• Assistant Division Chief / Division Chief; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.6. Record the letter and submit it to the Office of the Director (OD).		5 minute/s	• CAPDD Admin. Staff; Citizens Affairs and Political Developme nt Division (CAPDD)
	1.7. Review and sign the letter, then forward it to the OD Staff for official release.		1 hour/s	• Director, NBOO; National Barangay Operations Office (NBOO)
2. Receive the letter response and accomplish the Client	2. The signed response and completed CSS are	None	5 minute/s	• Office of the Director,

Satisfaction Survey (CSS). **Location:** NA	recorded and released to the Central Records Section (CRS).			Administrative Staff; National Barangay Operations Office (NBOO)
Total Processing Time:		Working Days: 2 working day/s, 3 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Response to Simple Queries on Barangay and SK Matters/Affairs

This process provides the client with information, guidance, or appropriate action on queries pertaining to Barangay and SK governance, operations, and other Barangay and SK matters.

Office or Division:	National Barangay Operations Office (NBOO)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Barangay and SK Officials, National Government Agencies, Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Local Government Units (LGUs), Liga ng mga Barangay (LnB), and the General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. letter query (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the letter inquiry via email at nboo.dilgco2020@gmail.com or through the Document Management System (DMS). **Location:** nboo.dilgco2020@gmail.com	1.1. Receive the query, update the DMS, and forward it to the CAPDD-PDS Section Chief.	None	5 minute/s	• Office of the Director, Admin Staff; Citizens Affairs and Political Development Division (CAPDD)
	1.2. Receive, evaluate, and assign the query to the appropriate Action Officer.		10 minute/s	• Section Chief CAPDD-PDS; Citizens Affairs and Political Development Division (CAPDD)

	1.3. Receive, assess, conduct research, draft the reply letter, and submit it to the Section Chief.		1 working day/s	• Action Officer concerned; Citizens Affairs and Political Development Division (CAPDD)
	1.4. Review the draft, provide inputs, and forward it to the Assistant Division Chief (ADC) or Division Chief (DC).		30 minute/s	• CAPDD-PDS Section Chief; Citizens Affairs and Political Development Division (CAPDD)
	1.5. Review, add inputs, and forward the letter to the CAPDD Administrative Staff.		30 minute/s	• Assistant Division Chief / Division Chief; Citizens Affairs and Political Development Division (CAPDD)
	1.6. Record the document and submit it to the Office of the Director (OD).		5 minute/s	• CAPDD Admin. Staff; Citizens Affairs and Political Development Division (CAPDD)
	1.7. Review, sign, and forward the letter to OD staff for release.		30 minute/s	• Director, NBOO; National Barangay Operations Office (NBOO)
2. Receive the response letter. **Location:**	2. Record the response and release it to the Central	None	5 minute/s	• Office of the Director,

NA	Records Section (CRS).			Administrative Staff; National Barangay Operations Office (NBOO)
Total Processing Time:		Working Days: 1 working day/s, 1 hour/s, 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Bureau of Local Government Supervision (BLGS)

External Services

1. Issuance of Department Authority to LGUs for the Purchase of Motor Vehicles

To review, assess, and ensure that the submitted documentary requirements for the acquisition of government motor vehicles of LGUs comply with DILG Memorandum Circular 2022-105 dated August 23, 2022, and DBM Budget Circular 2022-1 and 2022-1A dated February 11, 2022 and March 1, 2023, respectively, and that all purchases are subject to the relevant budgeting, procurement, accounting, and auditing rules and regulations.

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Local Government Units (LGUs)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Citizen's Charter Request Form (1) Original Copy Or (1) Electronic Copy	DILG - Field Office/ DILG official website
2. Indorsement from DILG Provincial/HUC Director C/MLGOO (1) Original Copy Or (1) Electronic Copy	DILG - Provincial/HUC Director C/MLGOO
3. Letter Request of Local Chief Executive stating the : 1.Purpose and Deployment 2.No. of units to be purchased 3.Type of vehicles and specifications: 3.1. no. of cylinders; 3.2.fuel- type, and 3.3.engine displacement (1) Original Copy Or (1) Electronic Copy	Local Government Unit - Office of the Local Chief Executive
4. Certificate of Availability of Funds from Local Accountant, or the Head of the Accounting Unit, or in case of his/her absence, the Local Treasurer or Budget Officer (with the date of issuance, fund source and the appropriated amount), issued 6 months prior to the request of vehicle (1) Original Copy Or (1) Electronic Copy	Local Government Unit - Office of the Local Accountant/ Treasurer or Budget Officer
5. Certified true copy of an Ordinance approving such purchase (i.e., first two and last pages of the said Ordinance and the page indicating the appropriated amount, per vehicle, to be purchased, and reflecting the name of office the budget was appropriated), and/or current Sanggunian Resolution on fund utilization in case of trust funds such as, unexpended DRRM fund balances from the previous year(s), and funds transferred/donated to the requesting-LGU from higher-level LGUs, government corporations, etc.; (1) Certified True Copy Or (1) Electronic Copy	Local Government Unit - Office of the Sanggunian

6. Updated (current calendar year) inventory/accounting of all existing motor vehicles showing their status/conditions/worthiness (e.g., good, fair, repairable or unserviceable) duly certified by the LGU's Property/Supply Officer/Accountable officer. (1) Certified True Copy Or (1) Electronic Copy			Local Government Unit - General Services Office or alike	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
***For DILG REGIONAL OFFICES PROCESSING: REQUESTS COMING FROM BARANGAYS, MUNICIPALITIES AND COMPONENT CITIES** 1.A.Accomplish and submit the Citizen's Charter Service Request Form (CCSRF), together with the letter request and other required documents. **Location:** DILG Field Offices	1.A.1. Receive, record, conduct an initial evaluation of the request, and endorse it to the concerned Provincial Office.	None	3 working day/s	• Records Officer/ HUC Staff/ Field Officer; DILG Field Offices
	1.A.2. Receive the endorsement along all the documentary requirements; Review the endorsed request for completeness and appropriateness; Prepare an endorsement signed by the PD and transmit it to the Regional Office		3 working day/s	• Provincial Office (PO) Action Officer; DILG Provincial Offices
	1.A.3. Receive and take appropriate action: Prepare a draft Department Authority to Purchase Motor Vehicle for requests from Component Cities, Municipalities, and Barangays, or draft a compliance letter for incomplete requirements.		7 working day/s	• Regional Focal Person/ Action Officer; DILG Regional Offices • DILG Regional Director; DILG Regional Offices
***For DILG CENTRAL OFFICE PROCESSING: REQUESTS COMING FROM**	1.B.1. Receive, record, conduct an initial evaluation of the request, and endorse it to the	None	3 working day/s	• Records Officer/Staff; DILG Provincial Offices

HUCs, PROVINCES AND ICCs 1.B.Accomplish and submit the Citizen's Charter Service Request Form (CCSRF) along with the letter request and other required documentary requirements. **Location:** DILG Provincial/HUC/ICC Field Offices	concerned Regional Office.			• Records Officer/Staff; DILG HUC/ICC Field Offices
	1.B.2. Receive the endorsement with all the documentary requirements; Review the endorsed request for completeness and appropriateness; Prepare an endorsement signed by PD/CD and transmit it to the Regional Office.		3 working day/s	• Provincial Office (PO) Action Officer; DILG Provincial Offices • HUC/ICC Field Office Action Officer; DILG HUC/ICC Field Offices
	1.B.3. Receive and take appropriate action: Review the completeness and appropriateness of requests from ICCs, HUCs, and Provinces, then route them to the Central Office.		3 working day/s	• Regional Focal Person/ Action Officer; DILG Regional Offices
	1.B.4. Receive the Regional endorsement with all the documentary requirements via the Document Management System (DMS), and route it to the Recognition and Awards Division (RAD) for forwarding to the action officer.		10 minute/s	• BLGS Office of the Director Receiving Officer; Bureau of Local Government Supervision (BLGS)
	1.B.5. The Action Officer reviews the endorsed request for completeness and appropriateness. Prepare the draft Department Authority to Purchase Motor		6 working day/s	• Purchase of Vehicle (POV) Action Officer; Recognition and Awards

	Vehicle and forward it for review by the Designated Approving Authority or prepare a draft compliance letter for the signature of the BLGS Director.			Division (RAD)
	1.B.6. Review and approve the Authority to Purchase Motor Vehicle. Route it to BLGS-RAD for the release of the approved Authority to Purchase Motor Vehicle.		2 working day/s	• Undersecretary for Local Government; Office of the Undersecretary for Local Government • Administrative Officer; Office of the Undersecretary for Local Government
	1.B.7. Release the approved Authority to Purchase Motor Vehicle or the reply letter to the RO through the CRS.		1 hour/s	• POV action Officer/ assigned action Officer/ releasing Office; Recognition and Awards Division (RAD)

2. Receive the Authority and complete the Customer Satisfaction Survey (CSS) Form **Location:** not applicable **Notes/Instruction:** DILG	2. Conduct the CSS Form using the E-CSS link provided in the approval letter.	None	1 hour/s	• DILG Regional Officer; DILG Regional Offices • DILG Provincial Officer; DILG Provincial Offices • DILG C/MLGOO; DILG Field Offices

General Remarks

Service is available from Monday to Friday (except Holidays)

Total Processing Time:	
***For DILG REGIONAL OFFICES PROCESSING: REQUESTS COMING FROM BARANGAYS, MUNICIPALITIES AND COMPONENT CITIES**	Working Days: 13 working day/s, 1 hour/s
***For DILG CENTRAL OFFICE PROCESSING: REQUESTS COMING FROM HUCs, PROVINCES AND ICCs**	Working Days: 17 working day/s, 2 hour/s, 10 minute/s
Total Processing Fee:	
***For DILG REGIONAL OFFICES PROCESSING: REQUESTS COMING FROM BARANGAYS, MUNICIPALITIES AND COMPONENT CITIES**	Total Standard Fee: None
***For DILG CENTRAL OFFICE PROCESSING: REQUESTS COMING FROM HUCs, PROVINCES AND ICCs**	Total Standard Fee: None

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION

Office Groups and Divisions					
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del Pilar	Lidlidda	Magsingal	Nagbukel	Narvacan
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin

Office Groups and Divisions					
Balaoan	Bangar	Bauang	Burgos	Caba	Luna
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao

Office Groups and Divisions					
Science City of Muñoz	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires City	Alaminos	Bay	Biñan City
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan

Office Groups and Divisions					
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria

Office Groups and Divisions					
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio

Office Groups and Divisions					
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip

Office Groups and Divisions					
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas

Office Groups and Divisions					
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City

Office Groups and Divisions					
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					
DILG HUC/ICC Field Offices					
Dagupan City	Santiago City	Angeles City	Olongapo City	Lucena City	Puerto Princesa City
Naga City	Iloilo City	Cebu City	Lapu-Lapu City	Mandaue City	Tacloban City
Ormoc City	Zamboanga City	Cagayan de Oro City	Iligan City	Davao City	General Santos City
Butuan City	Baguio City	Caloocan City	Las Piñas City	Makati City	Malabon City
Mandaluyong City	Marikina City	Muntinlupa City	Navotas City	Parañaque City	Pasay City
Pasig City	Quezon City	San Juan City	Taguig City	Valenzuela City	City of Manila
Bacolod City					

2. Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees

Sections 47 and 96 of the Local Government Code of 1991 provide the approving authority for leave of absence and permission to leave the station of local government officials and employees. Further, Section 10 of OP Executive Order No. 77 dated March 15, 2019, provides that the Secretary of DILG shall approve the request of local government officials and employees for authority to travel abroad. Further, to streamline the procedures in the disposition of requests of local government personnel to travel abroad and to promote administrative efficiency in the performance or delivery of functions and services, the Department thru the BLGS, established the FTA On-Line System Application (version 3.0).

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Local Government Employees, Local Government Elective Officials
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Apply for an authority to travel to the FTA On-Line System at fta.dilg.gov.ph. (Sample: 000 000)	DILG - BLGS
For Situational Requirement	
A. OFFICIAL TRIP	
A.1. Written permission (e.g., endorsement/travel order) from the respective Local Chief Executive, if the travel is official (1) Original Copy Or (1) Electronic Copy	LGU - LGU
A.2. Duly notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case (1) Original Copy Or (1) Electronic Copy	LGU - LGU
A.3. Duly accomplished Clearance from Money and Property Accountabilities (CSC Form No. 7 revised 2018) – signed by all Department Heads, indicating if cleared or not cleared, and duly signed by the LCE concerned (1) Original Copy Or (1) Electronic Copy	LGU - LGU
A.4. Comelec Certification on the Ranking of Sanggunian Members	COMELEC - COMELEC

(1) Original Copy Or (1) Electronic Copy	
Sub Situational Requirement/s	
A.a. Scholarship	
A.a.1. Invitation and Acceptance Letter from CHED, TESDA, LGA, organizer, or donor, as applicable (1) Original Copy Or (1) Certified True Copy	Sponsoring Agency - Sponsoring Agency
A.b. Training/Workshop	
A.b.1. Invitation Letter from the host country and/or sponsoring agency (1) Original Copy Or (1) Electronic Copy	Sponsoring Agency - Sponsoring Agency
A.c. Attendance to LG Technical Exchange Cooperation or Sister City	
A.c.1. Invitation Letter from the host country or LGU abroad (1) Original Copy Or (1) Electronic Copy	Sponsoring agency/LGU - Sponsoring agency/LGU
A.c.2. Copy or draft of the Memorandum of Agreement or Memorandum of Understanding between the LGU concerned and the LGU abroad (1) Original Copy Or (1) Electronic Copy	Sponsoring agency/LGU - Sponsoring agency/LGU
A.d. LGU Initiative – Study Tour or Benchmarking Purposes	
A.d.1. CAPDEV Agenda of the LGU concerned (1) Original Copy Or (1) Electronic Copy	LGU - LGU
A.d.2. Training Design (1) Original Copy Or (1) Certified True Copy	LGU - LGU
A.d.3. Itinerary of Travel or Program of Activities (1) Original Copy Or (1) Electronic Copy	LGU - LGU
A.e. NGAs Initiative – Study Tour or Benchmarking Purposes	
A.e.1. Invitation Letter from the NGAs Central Office or Regional Office (1) Original Copy Or (1) Electronic Copy	NGA Concerned - NGA Concerned
A.e.2. Certification from the NGA Central Office stating that the purpose of the trip is in consonance/in line with their over-all program (if the initiative is from Regional Office) (1) Original Copy Or (1) Electronic Copy	NGA concerned - NGA concerned
A.f. On Site Inspection/ Study or assessment of capabilities of contractors or suppliers or for attendance in meetings and conferences relative thereto	
A.f.1. Invitation Letter from the host country and/or sponsoring agency (1) Original Copy Or (1) Electronic Copy	Sponsoring Agency/LGU - Sponsoring Agency/LGU

A.f.2. Memorandum of Agreement or Memorandum of Understanding (1) Original Copy Or (1) Certified True Copy	Sponsoring Agency/LGU - Sponsoring Agency/LGU
A.g. If an official trip to Taiwan,	
A.g.1. Clearance from the Department of Foreign Affairs (1) Original Copy Or (1) Electronic Copy	DFA - Office of the Asian and Pacific Affairs (ASPAC)
B. For Unofficial Trip of Governors, Mayors of Highly Urbanized Cities and Independent Component Cities	
B.1. Duly accomplished Application for Leave (Civil Service Form No. 6, Revised 2020) (1) Original Copy Or (1) Certified True Copy	LGU - LGU
B.2. Duly notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case (1) Original Copy Or (1) Certified True Copy	LGU/Notary Public - LGU/Notary Public
B.3. Duly accomplished Clearance from Money and Property Accountabilities (CSC Form No. 7 revised 2018) – signed by all Department Heads, indicating if cleared or not cleared and duly signed by the LCE concerned (1) Original Copy Or (1) Electronic Copy	LGU - LGU
B.4. Comelec Certification on the Ranking of Sanggunian Members (1) Original Copy Or (1) Electronic Copy	COMELEC - COMELEC
C. Other Elected Officials and LGU Department Heads when the trip exceeds three (3) calendar months	
C.1. Duly approved Leave of Absence (Civil Service Form No. 6, Revised 2020) (1) Original Copy Or (1) Electronic Copy	LGU - LGU
C.2. Duly notarized affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant, or Oath of Undertaking, when the applicant has a pending case (1) Original Copy Or (1) Electronic Copy	LGU - LGU
C.3. Duly accomplished Clearance from Money and Property Accountabilities (CSC Form No. 7 revised 2018) – signed by all Department Heads, indicating if cleared or not cleared and duly signed by the LCE concerned (1) Original Copy Or (1) Electronic Copy	LGU - LGU

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Apply for authority to travel. **Location:** FTA On-Line System (fta.dilg.gov.ph)	1.1. Receive and record the request in the Issuance of Certificate for Foreign Travel Authority of Local Government Officials and Employees.	None	10 minute/s	• Foreign Travel Authority Receiving Officer; Policy Compliance Monitoring Division (PCMD)
	1.2. Evaluate and submit recommendations to the Division Chief for review regarding the following requests: (a) Official and Unofficial Trips of Governor, Highly Urbanized City (HUC) and Independent Component City (ICC) Mayors, and the Mayor of Pateros; and (b) Unofficial Trips of all officials, regardless of the position, when the period of travel exceeds three (3) months or during periods of emergency or crisis.		1 working day/s, 7 hour/s, 45 minute/s	• Action Officer; Policy Compliance Monitoring Division (PCMD)
	1.3. Review the action and/or provide comments or recommendations and forward the same to the Office of the Director, BLGS.		1 working day/s	• Policy Compliance Monitoring Division Chief ; Policy Compliance Monitoring Division (PCMD)
	1.4. Recommend and forward the action to the Office of the Secretary for		2 working day/s	• Bureau Director; Bureau of Local Governme

	approval or denial of the request.			nt Supervisio n (BLGS)
	1.5. Approve the action document.		2 working day/s	• Secretary of the Interior and Local Governme nt ; Office of the Secretary
2. Download the approved FTA Certificate and accomplish the Client Satisfaction Survey (CSS). **Location:** FTA On-Line System (fta.dilg.gov.ph); Electronic Client Satisfaction Measurement System (e-CSM)	2. Answer and submit the CSS form through the e-CSM System.	None	5 minute/s	• Requesting Party; Any of requesting office / division
General Remarks Service is available Monday to Friday (except holidays)				
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	

3. Issuance of Department Authorization to Utilize Confidential Funds of LGUs

Local Government Units (LGUs) whose peace and order situation is considered a priority concern and which have duly allocated confidential funds in their annual appropriation ordinances, are entitled to utilize confidential funds.

Item 4.7 of COA-DBM-DILG-Governance Commission for GOCCs-DND Joint Circular No. 2015-01, dated January 8, 2015, provides that the Secretary of the Department of the Interior and Local Government (DILG) shall approve requests from LGUs for additional confidential funds beyond the limitation set under Item 5.1.3.1 of the same Joint Circular.

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Local Government Units (Province, City, Municipality)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Citizen's Charter Request Form (1) Original Copy	DILG Field Office/ DILG official website - DILG Field Office/ DILG official website
2. Duly approved Three-Year Peace and Order and Public Safety Plan (1) Photo Copy Or (1) Electronic Copy	LGU - Local Peace and Order Department
Remarks: *LGU*	
3. Local Peace and Order Council Resolution duly approved by two-thirds (2/3) of the total membership approving the POPS Plan and the release of the CF (1) Photo Copy Or (1) Electronic Copy	LGU - Local Peace and Order Department
Remarks: *Local Peace and Order Council*	
4. Certification from the concerned PNP Chief of the locality relative to the peace and order situation highlighting in concrete details the circumstances which require the urgency in allocating CF (1) Photo Copy Or (1) Electronic Copy	PNP - Local Office

Remarks: *Local PNP to provide the copy*	
5. Annual and Supplemental Appropriations Ordinance indicating the appropriations for CF (1) Photo Copy Or (1) Electronic Copy	LGU - Local Sanggunian Office
Remarks: *LGU to provide the copy*	
6. Certification from the Local Budget Officer as to the availability of appropriations (1) Original Copy	LGU - Local Budget Office
Remarks: *Local Budget Officer*	
7. Statement of itemized POP duly certified by the Local Budget Officer (1) Certified True Copy	LGU - Local Budget Office
Remarks: *Local Budget Officer*	
8. Certification of Full Disclosure Policy Compliance posting requirement in at least three (3) conspicuous places (1) Original Copy	DILG - Central Office
Remarks: *DILG Central Office to Provide the Certification of FDP Compliance*	
9. Physical and Financial Plan, for both the original allocation for CF and the subject request, indicating the proposed amount allocated for each program, activity and project (1) Certified True Copy	LGU - Local Peace and Order Department
Remarks: *LGU to provide the copy*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Accomplish and submit Citizen's Charter Request Form and required documentary requirements either in person, via email, or through courier. Request may also be filed by the Regional Offices through the DILG Data Management System. **Location:** DILG Provincial/Field Offices	1.1. Receive and review the completeness of the documents, then conduct an initial evaluation of the request. Note: The Regional Office (RO) shall conduct a field verification to assess the authenticity and the urgency of the request for additional Confidential Funds.	None	9 working day/s	• Provincial/ HUC/ICC/ C/MLGOO Focal Person/Action Officer; DILG Provincial Offices • Regional Focal Person/Action Officer; DILG Regional Offices
	1.2. Receive, evaluate, and submit a recommendation to the Division Chief for review.		1 working day/s	• Process Owner/Alternate Process Owner; Local Government Relations Division (LGRD)
	1.3. Review the action and/or provide comments or recommendations, then forward the same to the Office of the Director, BLGS.		1 working day/s	• Division Chief; Local Government Relations Division (LGRD)
	1.4. Recommend and forward the action to the Office of the Undersecretary for approval or denial of the request.		1 working day/s	• Director; Bureau of Local Government Supervision (BLGS)
	1.5. Recommend the approval or denial action of BLGS to the Office of the Secretary.		2 working day/s	• Undersecretary for Local Government; Office of the Undersecretary of

				Local Governme nt
	1.6. Approve the action documents (approval/denial).		3 working day/s	• Secretary; Office of the Secretary
	1.7. Forward the approved action document (approval or denial) to the Central Records Section for release to the concerned RO.		30 minute/s	• Administrat ive Officer; Bureau of Local Governme nt Supervisio n (BLGS) • LGOO VIII; DILG HUC/ICC Field Offices • Provincial Director; DILG Provincial Offices
2. Receive the Department Authority (DA) approval or denial letter. For approved DA, accomplish the CSS Form. **Location:** DILG Provincial/Field Offices	2. Release the approved Department Authority or denial letter to the requesting LGU and facilitate the completion of the CSS Form.	None	7 hour/s, 30 minute/s	• Provincial Administrat ive Officer; DILG Provincial Offices • City/Municipal LGOO; DILG Field Offices
General Remarks *Monday to Friday (Except Holidays)* *For clients from LGUs in NCR and HUCs and ICCs in other regions, please note that agency actions to be done at the "Provincial Office" shall be assumed by the concerned Regional Office.*				
Total Processing Time:	Working Days: 18 working day/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del	Lidlidda	Magsingal	Nagbukel	Narvacan

Office Groups and Divisions					
	Pilar				
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin
Balaoan	Bangar	Bauang	Burgos	Caba	Luna
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan

Office Groups and Divisions					
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao
Science City of Muñoz	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires City	Alaminos	Bay	Biñan City
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo

Office Groups and Divisions					
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan

Office Groups and Divisions					
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan

Office Groups and Divisions					
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal

Office Groups and Divisions					
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon

Office Groups and Divisions					
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan

Office Groups and Divisions					
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					
DILG HUC/ICC Field Offices					
Dagupan City	Santiago City	Angeles City	Olongapo City	Lucena City	Puerto Princesa City
Naga City	Iloilo City	Cebu City	Lapu-Lapu City	Mandaue City	Tacloban City
Ormoc City	Zamboanga City	Cagayan de Oro City	Iligan City	Davao City	General Santos City
Butuan City	Baguio City	Caloocan City	Las Piñas City	Makati City	Malabon City
Mandaluyong City	Marikina City	Muntinlupa City	Navotas City	Parañaque City	Pasay City
Pasig City	Quezon City	San Juan City	Taguig City	Valenzuela City	City of Manila
Bacolod City					

4. Issuance of Memorandum Circular to Participate in Activities by Local Government Leagues or Leagues Federations of Local Elective Officials

A service that helps in information dissemination among LGUS whenever a particular LG League conducts an activity.

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local Government Leagues or Leagues Federation of Local Elective Officials
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *League Secretariat will provide copy*	
2. Activity Design/Program Brief (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *League Secretariat will provide copy*	
3. Justification of charging the participation fee (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *League Secretariat will provide copy*	
4. After-Activity Report of previously conducted activity(ies) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *League Secretariat will provide copy*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSIN G TIME**	**PERSON RESPONSIB**

				LE (Designation; Office)
1. Accomplish Citizen's Charter Service Request Form and submit the required supporting documents. **Location:** DILG Central Office Website	1.1. Receive the submitted documents and evaluate them for completeness and legal sufficiency.	None	15 minute/s	• LGRD Action Officer; Bureau of Local Government Supervision (BLGS)
	1.2. Draft the corresponding Department issuance and submit to Assistant Division Chief and Division Chief for review and initial.		1 working day/s	• LGRD Action Officer; Bureau of Local Government Supervision (BLGS)
	1.3. Recommend the approval of the draft Department issuance.		4 hour/s	• Director IV; Bureau of Local Government Supervision (BLGS)
	1.4. Endorse the draft Department issuance for the approval of the SILG.		1 working day/s	• Undersecretary for Local Government; Field Office
	1.5. Sign the Department issuance.		2 working day/s	• Secretary of the Interior and Local Government;
	1.6. Release the signed Department issuance to the Central Records Section.		10 minute/s	• LGRD Administrative Assistant; Bureau of Local Government

				Supervision (BLGS)
Total Processing Time:	Working Days: 4 working day/s, 4 hour/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: None			

5. Request for Information on Programs and Services

Response to request for information on the Bureau's programs and services.

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local Government Units (LGUs), Organizations (Public and Private)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit or send a letter to the Department's Central Records Section (CRS). **Location:** 25th Floor, Receiving Desk, BLGS	1.1. Receive the request or query from CRS via the Document Management System (DMS) and forward it to the appropriate action officer through DMS.	None	5 minute/s	• Administrative Assistant - Office of the Director; Bureau of Local Government Supervision (BLGS)
	1.2. Prepare a response or take action on the request/query, then route it through DMS to the Office of the Director, Administrative Officer.		1 working day/s	• Concerned Division Action Officer; Bureau of Local Government Supervision (BLGS)

	1.3. Sign the reply or document, then route the signed document back to the Division Action Officer via DMS.		10 minute/s	• Director IV; Bureau of Local Government Supervision (BLGS)
	1.4. Release the signed communication to the CRS.		3 minute/s	• Concerned Division Administrative Assistant; Bureau of Local Government Supervision (BLGS)
Total Processing Time:		Working Days: 1 working day/s, 18 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Request for the Issuance of Certification and Certificate of Accreditation to Civil Society Organizations

Guided by DILG Memorandum Circular No. 2022-005 in building a long-term foundation for good governance, it is important to develop and strengthen collaborative relationship between the government and civil society. Accordingly, the DILG has opened spaces for CSOs to co-implement its programs and projects -- specifically in planning, implementation, monitoring, and evaluation of initiated programs and projects -- through this service.

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Non-Governmental Organization and Civil Society Organizations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Requirements for those to be engaged in a volunteer capacity (Sec. 6.3.1 of DILG MC 2022-005):	
A.1. Accomplished Citizen's Charter Request Form (1) Original Copy Or (1) Electronic Copy	DILG - Field Office or thru the CSO PPPP website- https://csopppp.dilg.gov.ph/cso-app
A.2. Application Form (Annex A of DILG MC 2022-005) (1) Original Copy	DILG - Field Office or thru the CSO PPPP website- https://csopppp.dilg.gov.ph/cso-app
A.3. Letter of Intent to apply for Accreditation (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
A.4. Certification Under Oath stating the following; a) That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf; b) That all the documents submitted in support of the application are genuine and authenticated; c) That all information of the Application Form and in the supporting documents are true and correct; d) That the CSO Authorizes that DILG or its authorized representatives to conduct, if needed, ocular	Applicant / Client

inspection of their office/s and to conduct interviews with any representative from their organization or previous partner and e) That the CSO fully understand and agrees to abide by all provision stated in the DILG Memorandum Circular 2018- 89(Guidelines on Engagement with Civil Society Organization) (1) Original Copy	
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
A.5. Organizational Chart of the CSO and a Data Sheet of the CSO containing the names, addresses, updated contact details and photographs of its current directors, trustees, officers and key personnel. (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B. Situational ReRequirements for those to be engaged in a volunteer with cost capacity (Sec. 6.3.2 of DILG MC 2022-005):quirement	
B.1. Accomplished Citizen's Charter Request Form (1) Original Copy Or (1) Electronic Copy	DILG - Field Office or thru CSO-PPPP website: https://csopppp.dilg.gov.ph/cso-app
B.2. Application Form (Annex A of DILG MC 2022-005) (1) Original Copy	DILG - DILG Field Office or thru CSO PPPP website - https://csopppp.dilg.gov.ph/cso-app
B.3. Letter of Intent to apply for Accreditation (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B.4. Certification Under Oath stating the following; a) That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf; b) That all the documents submitted in support of the application are genuine and authenticated; c) That all information of the Application Form and in the supporting documents are true and correct; d) That the CSO Authorizes that DILG or its authorized representatives to conduct, if needed, ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous partner and e) That the CSO fully understand and agrees to	Applicant / Client

abide by all provision stated in the DILG Memorandum Circular 2018- 89(Guidelines on Engagement with Civil Society Organization) (1) Original Copy	
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B.5. Organizational Chart of the CSO and a Data Sheet of the CSO containing the names, addresses, updated contact details and photographs of its current directors, trustees, officers and key personnel. (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B.6. Annual Accomplishment Report for the immediately preceding year or Brochure of Profile of the CSO (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B.7. Resolution of the CSO's governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf. (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B.8. Certificate of Registration form SEC, CDA, DOLE, or HLURB as the case may be, including the latest General Information Sheet (1) Certified True Copy	SEC, CDA, DOLE or HLURB (DHSUD) - SEC, CDA, DOLE or HLURB (DHSUD)
B.9. Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years. (one copy of each) (1) Certified True Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B.10. Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is not in default or delay in liquidating any	Applicant / Client

funds received form any Government Agency, that neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency, or is a defendant respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO. (1) Original Copy	
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
B.11. Original Certificate of Good Standing, issued not more than three (3) months before the date of application, by the responsible officer or any umbrella organization, federation, coalition, to which the CSO may belong, if applicable (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C. Requirements for those to be engaged as provider of goods and services (Sec. 6.3.3 of DILG MC 2022-005):	
C.1. Accomplished Citizen's Charter Request Form (1) Original Copy Or (1) Electronic Copy	DILG - Field Office or thru CSO-PPPP website: https://csopppp.dilg.gov.ph/cso-app
C.2. Application Form (Annex A of DILG MC 2022-005) (1) Original Copy	DILG - DILG Field Office or thru CSO PPPP website: https://csopppp.dilg.gov.ph/cso-app
C.3. Letter of Intent to apply for Accreditation (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.4. Certification Under Oath stating the following; a) That the individual filing the application and whose name and signature appears in the Application Form has been duly authorized by the CSO to do so on its behalf; b) That all the documents submitted in support of the application are genuine and authenticated; c) That all information of the Application Form and in the supporting documents are true and correct; d) That the CSO Authorizes that DILG or its authorized representatives to conduct, if needed, ocular inspection of their office/s and to conduct interviews with any representative from their organization or previous	Applicant / Client

partner and e) That the CSO fully understand and agrees to abide by all provision stated in the DILG Memorandum Circular 2018- 89(Guidelines on Engagement with Civil Society Organization) (1) Original Copy	
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.5. Organizational Chart of the CSO and a Data Sheet of the CSO containing the names, addresses, updated contact details and photographs of its current directors, trustees, officers and key personnel. (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.6. Annual Accomplishment Report for the immediately preceding year or Brochure of Profile of the CSO (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.7. Resolution of the CSO's governing board authorizing the CSO to apply for accreditation and the individual filing the application on its behalf. (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.8. Certificate of Registration form SEC, CDA, DOLE, or HLURB as the case may be, including the latest General Information Sheet (1) Certified True Copy	SEC, CDA, DOLE or HLURB (DHSUD) - SEC, CDA, DOLE or HLURB (DHSUD)
C.9. Audited Financial Reports/Statements and Annual Income Tax Returns, as filed with the BIR, for the past three (3) years. (one of each) (1) Certified True Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.10. Original Sworn Certification, issued by the chief executive officer or equivalent officer of the CSO, stating	Applicant / Client

that the CSO is not in default or delay in liquidating any funds received form any Government Agency, that neither the CSO nor any of its past or present directors, trustees, officers or key personnel has been blacklisted by any Government Agency, or is a defendant respondent or accused in any civil, administrative or criminal case arising from or involving the use of public funds received by the CSO. (1) Original Copy	
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.11. Certificate of Good Standing, issued not more than three (3) months before the date of application, by the responsible officer or any umbrella organization, federation, coalition, to which the CSO may belong, if applicable (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	
C.12. Certification of No Derogatory Record, issued not more than 3 months before the date of application by the SEC, CDA, DOLE, or HLURB as the case may be (1) Original Copy	SEC, CDA, DOLE or HLURB (DHSUD) - SEC, CDA, DOLE or HLURB (DHSUD)
C.13. Original Sworn Certification, issued not more than three (3) months before the date of application, by the Head of each Government Agency And Local Chief Executive appearing in the Application Form, stating the programs and projects that the CSO implemented or implementing with the Government Agency and that the CSO has no derogatory record with the Government Agency. (1) Original Copy	Applicant / Client
Remarks: *Requesting party (Civil Society Organizations/Non-Government Organizations)*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete documentary requirements through any of the following channels: in-person, via e-mail, drop	1.1. Receive and assess the correctness and completeness of the documents, then forward them to the	None	2 working day/s, 30 minute/s	• National Accreditation Committee Secretariat Action

box/courier, or through website. **Location:** For physical submission: BLGS, DILG Regional, Provincial, or Field Offices For e-mail submission: accreditation.dilg@gmail.com For submission via website: https://csopppp.dilg.gov.ph/cso-app	CSO-PPP PMO for evaluation.			Officer; Bureau of Local Government Supervision (BLGS) • Regional Accreditation Committee Secretariat Action Officer; DILG Regional Offices • Provincial Accreditation Committee Secretariat Action Officer; DILG Provincial Offices
	1.2. Evaluate the application and recommend its approval or disapproval.		6 working day/s	• CSO-PPP PMO Action Officer; Bureau of Local Government Supervision (BLGS)
	1.3. Prepare the Certificate of Accreditation or Declination Notice		2 working day/s	• National Accreditation Committee Secretariat Action Officer; Bureau of Local Government Supervision (BLGS) • Regional Accreditati

				on Committee Secretariat Action Officer; DILG Regional Offices • Provincial Accreditation Committee Secretariat Action Officer; DILG Provincial Offices
	1.4. Sign the Certificate of Accreditation/Certification or Declination Notice.		4 working day/s	• SILG or his/her designated Representative; Office of the Secretary • Regional Director; DILG Regional Offices • Provincial Director; DILG Provincial Offices
2. Receive the certification and complete the Client Satisfaction Survey (CSS) Form **Location:** BLGS, DILG Regional, Provincial, or Field Offices	2. Record and release the certificate to the client, along with the CSS Form, through the Records Section.	None	30 working day/s	• RAD Records Officer; Bureau of Local Government Supervision (BLGS) • Regional Records Officer; DILG Regional Offices

				• Provincial Records Officer; DILG Provincial Offices
General Remarks Monday-Friday (except holidays)				
Total Processing Time:	Working Days: 44 working day/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Office Groups and Divisions					
Bureaus					
Bureau of Local Government Supervision (BLGS)	Bureau of Local Government Development (BLGD)	National Barangay Operations Office (NBOO)	Office of the Project Development Service (OPDS)		
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar

Office Groups and Divisions					
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		

7. Request for the Issuance of Certification of Compliance to Full Disclosure Policy (FDP)

Full Disclosure Policy is one of the efforts of the Department that promotes values of transparency and accountability among LGUs. The FDP requires all levels of local governments to fully disclose particular financial transactions through posting in three conspicuous places and in the Portal. The Certificate of Compliance with the FDP is issued to all requesting eligible LGUs intending to avail loans or to access other national program windows, or for any other purpose. These Certifications shall be issued by the DILG Central Office provided that all requirements are met by the requesting LGU.

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	All Local Government Units (LGU)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 1. Accomplished Citizen's Charter Request Form. (1) Original Copy Or (1) Electronic Copy	DILG - Field Offices/DILG website
2. 2. Letter Request of Local Chief Executive stating the purpose (1) Original Copy Or (1) Electronic Copy	Applicant / Client

Remarks:

Letter request will come from the Office of the Local Chief Executive

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the accomplished Citizen's Charter Request Form along with the letter request. **Location:** DILG Provincial or Field Offices	1.1. Receive and review the documents for correctness and completeness.	None	1 working day/s	• Provincial Focal Persons; DILG Provincial Offices • HUC/ICC/ C/MLGOO Focal Persons; DILG Field Offices
	1.2. Act on the request by conducting validation and confirming the completeness and appropriateness of the posted financial documents in the three (3) conspicuous places, with the representation of CSO Representative. --- If the documents are complete and appropriate, prepare a Compliance Certificate attested by the CSO Representative, along with a transmittal letter to be forwarded to the PO/RO. --- If the documents are incomplete, prepare a reply letter to the requesting LGU informing them of the missing documents, attaching a Checklist of the FDP financial documents.		5 working day/s	• Provincial Focal Persons; DILG Provincial Offices • HUC/ICC/ C/MLGOO Focal Persons; DILG Field Offices
	1.3. Receive, evaluate, and submit recommendations to the Division Chief. Prepare the FDP Compliance Certification and transmittal letter for the consideration and		3 working day/s	• Provincial Office Focal Person; DILG Provincial Offices • Regional Office

	signature of the Director or duly authorized official. --- If the documents are incomplete, prepare a letter to the requesting LGU with copies furnished to the concerned office. --- If complete, review the action and/or provide comments or recommendations, then forward the documents to the Office of the Director.			Focal Person; DILG Regional Offices • Division Chief; DILG Regional Offices
	1.4. Receive and evaluate the submitted documents (Central Office Level). Act on the request by preparing the Certification of Compliance with the Full Disclosure Policy and the FDP Checklist. --- If the documents are incomplete, prepare a letter to the DILG Regional Office to inform the concerned LGU of the missing documents for appropriate action. --- The Division Chief shall review the action and/or provide comments or recommendations, then forward the documents to the Office of the Director, BLGS.		3 working day/s, 7 hour/s, 30 minute/s	• BLGS-PCMD Administrative Assistant; Bureau of Local Government Supervision (BLGS) • FDP Process Owner; Bureau of Local Government Supervision (BLGS) • PCMD Division Chief; Bureau of Local Government Supervision (BLGS)
	1.5. Approve the action document.		5 working day/s	• Director IV; Bureau of Local Government Supervision (BLGS)

	1.6. BLGS forwards the approved action document to CRS for release to the concerned RO.		15 minute/s	• PCMD Records Custodian; Bureau of Local Governme nt Supervisio n (BLGS)
2. Receive the FDP Certificate and duly accomplish the Client Satisfaction Survey (CSS). **Location:** DILG Field Offices	2. 2.1. Release the approved FDP Certification along with the transmittal letter to the requesting client and facilitate the completion of the CSS Form.	None	15 minute/s	• Field Officer/Foc al Person; DILG Field Offices
General Remarks Monday to Friday (except holidays)				
Total Processing Time:	Working Days: 18 working day/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque

Office Groups and Divisions					
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del Pilar	Lidlidda	Magsingal	Nagbukel	Narvacan
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin
Balaoan	Bangar	Bauang	Burgos	Caba	Luna
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin

Office Groups and Divisions					
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao
Science City of Muñoz	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba

Office Groups and Divisions					
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires City	Alaminos	Bay	Biñan City
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera

Office Groups and Divisions					
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao

Office Groups and Divisions					
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa

Office Groups and Divisions					
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban

Office Groups and Divisions					
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves

Office Groups and Divisions					
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy

Office Groups and Divisions					
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					

Bureau of Local Government Development (BLGD)

External Services

1. Issuance of Memorandum Circulars

Preparation and issuance of policies in the form of Memorandum Circulars and other issuances concerning the different programs and projects of the Bureau of Local Government Development (BLGD). (This service shows the entire process; however, the defined durations are only those within the control of the Bureau.)

Office or Division:	Bureau of Local Government Development (BLGD)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Congress (Senate and House of Representatives), DILG Top Management, National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Private Sector, and International Partners
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request letter or memorandum indicating the need to formulate a Memorandum Circular (1) Original Copy Or (1) Electronic Copy	Applicant / Client
2. Draft Memorandum Circular (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a letter together with the draft Memorandum Circular (MC) requesting assistance via email, courier, or hand-carry to facilitate the issuance of the said policy **Location:** BLGD	1.1. Receive the request letter/endorsement letter from the client and record it through the Document Management System (DMS).	None	10 minute/s	• Administrative Assistant III ; Bureau of Local Government Development (BLGD)
	1.2. Review the documents, provide the necessary instructions, and		30 minute/s	• Director/ Assistant Director; Bureau of

	assign them to the appropriate Division.			Local Government Development (BLGD)
	1.3. Route the document to the concerned Division.		5 minute/s	• Administrative Assistant II; Bureau of Local Government Development (BLGD)
	1.4. Receive, record, and endorse the request to the Division Chief.		5 minute/s	• Action Officer of Division concerned; Bureau of Local Government Development (BLGD)
	1.5. Provide additional instructions and assign the matter to the designated Action Officer or Focal Person.		30 minute/s	• Division Chief/ Assistant Division Chief concerned; Bureau of Local Government Development (BLGD)
	1.6. Research, consult, and draft the MC: a. Acknowledge receipt of the request (via email or letter); b. Conduct research and consultations and provide comments or inputs on the draft MC; and c. Revise the draft MC and prepare corresponding communications (letters/memoranda)		2 working day/s	• Local Government Operation Officer I to IV; Bureau of Local Government Development (BLGD)

	to concerned offices such as LLLS and FMS for comments/inputs, and the ISTMS for website posting.			
	1.7. Review the draft MC and the attached letters/memoranda to the concerned offices, and provide further instructions/comments to the concerned Division, if any.		1 hour/s	• Division Chief/ Assistant Division Chief concerned; Bureau of Local Government Development (BLGD)
	1.8. Further review the draft MC and attached letters/memoranda to concerned offices and provide further instructions/comments to the concerned division, if any.		1 hour/s	• Director/Assistant Director; Bureau of Local Government Development (BLGD)
	1.9. Receive, record, and forward the signed documents to the concerned offices (LLLS and ISTMS), and to FMS and other offices, if necessary. Await comments from the concerned offices, including legal opinion from the LLLS, and the posting of the draft MC on the DILG website by the ISTMS.		5 working day/s, 5 minute/s	• Action Officer of Division Concerned; Bureau of Local Government Development (BLGD)
	1.10. Receive and record the comments from other offices and forward to the Director/Assistant Director for further instructions.		5 minute/s	• Administrative Assistant II; Bureau of Local Government

				Development (BLGD)
	1.11. Review the comments received and provide instructions to the concerned Division.		30 minute/s	• Director/Assistant Director; Bureau of Local Government Development (BLGD)
	1.12. Review the comments from other offices and provide instructions to the concerned Action Officer.		30 minute/s	• Division Chief/ Assistant Division Chief concerned; Bureau of Local Government Development (BLGD)
	1.13. Consolidate all inputs, including those from LLLS, ISTMS, and other relevant offices. Finalize the MC and prepare a cover memorandum for Top Management.		5 hour/s	• Local Government Operations Officer I to IV; Bureau of Local Government Development (BLGD)
	1.14. Review and endorse the finalized MC and cover memorandum for approval of the Director/Assistant Director.		1 hour/s	• Division Chief/ Assistant Division Chief concerned; Bureau of Local Government Development (BLGD)
	1.15. Further review the finalized MC along with the cover memorandum for		1 hour/s	• Director/ Assistant Director; Bureau of

	endorsement to the DILG Top Management for approval.			Local Government Development (BLGD)
	1.16. Route the finalized MC to the Top Management for approval and signature. Await approval/ disapproval of the MC from the Top Management.		5 minute/s	• Action Officer of Division Concerned This step depends on the Citizen's Charter of Office of the Secretary/ Undersecretary concerned (with constant follow-up) ; Bureau of Local Government Development (BLGD)
	1.17. Take further action, if needed, and forward the final document to Central Records Section for its official release/dissemination .		10 minute/s	• Local Government Operations Officer I to IV; Bureau of Local Government Development (BLGD)
2. Receive the official copy of approved/disapproved MC through email and accomplish the Client Satisfaction Survey (CSS). **Location:** Within the Bureau	2. Inform the client and provide a copy of the approved/disapproved MC, and administer the CSS via email.	None	5 minute/s	• Local Government Operations Officer I to IV; Bureau of Local Government Development (BLGD)

Total Processing Time:	Working Days: 8 working day/s, 3 hour/s, 50 minute/s
Total Processing Fee:	Total Standard Fee: None

2. Provision of Information on Programs, Projects, Policies, Activities, and/or Data on Local Government

Providing information, data, and IEC materials on the different programs, projects, and activities of the Bureau of Local Government Development (BLGD) to requesting clients.

Office or Division:	Bureau of Local Government Development (BLGD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Congress (Senate and House of Representatives), DILG Field Offices (Regional and Provincial), National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Private Sector, and International Partners
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Request letter must be received by the office 3-4 weeks prior to the activity*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a formal request letter addressed to the Office of the Director – BLGD via email, courier, or hand-delivered. **Location:** within the Bureau	1.1. Receive, record, and acknowledge the request letter, and log it into the Document Management System (DMS).	None	10 minute/s	• Administrative Assistant II; Bureau of Local Government Development (BLGD)
	1.2. Review the document, provide instructions, and		15 minute/s	• Director/ Assistant Director; Bureau of

	assign it to the appropriate division.			Local Government Development (BLGD)
	1.3. Receive and record the document from the Office of the Director and endorse it to the Division Chief.		5 minute/s	• Action Officer of Division concerned ; Bureau of Local Government Development (BLGD)
	1.4. Review and endorse the document to the concerned Action Officer/Focal Person.		1 hour/s	• Division Chief/ Assistant Division Chief concerned ; Bureau of Local Government Development (BLGD)
	1.5. Research and consolidate the requested data/information, or request for related data/information from concerned offices, and prepare the reply letter.		1 working day/s	• Designated Action Officer/Focal Person of concerned division ; Bureau of Local Government Development (BLGD)
	1.6. Review and endorse the reply letter for the Director's signature.		30 minute/s	• Division Chief/ Assistant Division Chief concerned ; Bureau of Local Government

				Development (BLGD)
	1.7. Review and approve the reply letter for release to concerned division. (*Note: Additional 1 working day if such request needs endorsement to Top Management.)		30 minute/s	• BLGD Director/ Assistant Director; *Action Officer (Office of the Secretary / Undersecretary / Assistant Secretary); Bureau of Local Government Development (BLGD)
2. Receive the official response from BLGD and accomplish the Client Satisfaction Survey (CSS) via email. **Location:** Within the Bureau	2. Receive and release the approved reply letter via email, through DILG Records Section, or directly to the client, along with the administration of the CSS.	None	15 minute/s	• Designated Action Officer/Focal Person: LGOO I-III, POs, ADAS (LDPD, LADD, LFRDD); Bureau of Local Government Development (BLGD)
Total Processing Time:		Working Days: 1 working day/s, 2 hour/s, 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Technical Assistance (Resource Person)

Response to requests for a resource person for the conduct of trainings, seminars, and workshops related to the different programs and projects of the Department.

Office or Division:	Bureau of Local Government Development (BLGD)
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG Management, DILG Field Offices (Regional and Provincial), National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Private Sectors (PS), and General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. 1. Letter Request (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a letter request to any DILG Office through email, walk-in, or courier. **Location:** BLGD Office	1.1. Receive letter request from the client, record it, and route the request to the concerned Action Officer/Head of Office.	None	1 hour/s	• FO/PO/RO/CO Receiving Officer; Bureau of Local Government Development (BLGD)
	1.2. Evaluate and endorse the request to the concerned office and provide instructions. (Note: For C/MLGOO, skip this step.)		2 hour/s	• Bureau/Regional/ Provincial Director; Bureau of Local Government Development (BLGD)

	1.3. Review and evaluate the request as to: a. the availability of the module or presentation materials; b. whether the requested subject matter falls within the technical expertise/mandate of the DILG; and c. the availability on the date/time specified in the letter request.		7 hour/s	• C/MLGOO; PO Focal; concerned DC/FP (CO,RO); Bureau of Local Government Development (BLGD)
	1.4. Prepare the reply letter, review it, and forward it to the approving authority.		4 hour/s	• Division Admin Staff; Bureau of Local Government Development (BLGD)
	1.5. Review and sign the letter.		7 hour/s	• C/MLGOO/ City/Provincial/ Regional/Bureau Director; Bureau of Local Government Development (BLGD)
2. 2. Receive response from concerned offices. **Location:** BLGD Office	2. Issue the reply letter and administer the Client Satisfaction Survey (CSS) to the requesting client.	None	1 hour/s	• Assigned Action Officer/Releasing Officer; Bureau of Local Government Development (BLGD)
Total Processing Time:		Working Days: 2 working day/s, 6 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Emergency 911 National Office

External Services

1. Emergency Calls Management

This service particularly deals with requests for emergency response.

Office or Division:	Emergency 911 National Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	911 callers from the General Public
Operating Hours:	24/7

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
No Requirements Needed	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emergency Call Handling (Call 911) **Location:** Nationwide	1.1. Receive, validate, and record all incoming emergency calls.	None	2 minute/s	• Emergency Telecommunicator; Emergency 911 National Office
	1.2. Relay, manage, and handle legitimate calls; encourage callers to participate in the E911 Client Satisfaction Survey available on the E911 website (e911.gov.ph).		3 minute/s	• Emergency Telecommunicator; Emergency 911 National Office
	1.3. Monitor the response time of emergency responders. Note: The international standard emergency response time is 7 minutes; however, feedback on progress should be provided		3 minute/s	• Emergency Telecommunicator; Emergency 911 National Office

	within 3 minutes of dispatch.			
	1.4. Prepare a narrative report and close the case.		3 minute/s	• Emergency Telecommunicator; Emergency 911 National Office
Total Processing Time:		Working Days: 11 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Establishment of Local Call Center

This service particularly deals with requests on matters related to the establishment of Local Call Centers.

Office or Division:	Emergency 911 National Office
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Local Government Units
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent or email confirmation of established Local Call Center (1) Original Copy	Applicant / Client
Remarks: *The letter must be addressed to the Chairperson, Emergency 911 Commission through the Emergency 911 Executive Director of Emergency 911 National Office, with the appropriate Sanggunian Resolution passed for that purpose.*	
2. Proposed Legal, Administrative, Operational, and technical documents and system architecture in conformity with the specification and/or standards of the Emergency 911 National Program, for the approval of the Emergency 911 Commission. (1) Original Copy	Applicant / Client
3. Letter of Request for Training and Certification Course (1) Original Copy	Applicant / Client
Remarks: *Addressed to the Chairperson, Emergency 911 Commission through the Emergency 911 Executive Director, Emergency 911 National Office.*	
4. Notice of Activation of LCC or GO-LIVE of the Emergency 911 System (1) Original Copy	Applicant / Client

Remarks:

Addressed to the Chairperson, Emergency 911 Commission through the Emergency 911 Executive Director, Emergency 911 National Office.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Required Documents (Excluding Notice of Activation) to the E911 National Office **Location:** Emergency 911 National Office	1.1. Receive and record the documentary requirements for establishing local call centers.	None	1 hour/s	• Administrative Personnel; Emergency 911 National Office
	1.2. Evaluate the submitted documents and recommend approval to the E911 Executive Director.		5 working day/s	• Administrative Personnel; Emergency 911 National Office
	1.3. Review and approve the documentary requirements by the E911 Executive Director.		1 working day/s	• Executive Director ; Emergency 911 National Office
	1.4. Notify the requesting LGUs of the approval for establishing their Local Command Center (LCC).		1 working day/s	• Administrative Personnel; Emergency 911 National Office
	1.5. Conduct Capacity Development Training on Basic Call Handling Skills.		3 working day/s	• Capacity Development Training Team; Emergency 911 National Office
2. Submit Letter for Notice of Activation of LCC or GO-LIVE of	2.1. Receive and record the submitted	None	10 minute/s	• Administrative Personnel;

the Emergency 911 System **Location:** Emergency 911 National Office	letter and supporting documents.			Emergency 911 National Office
	2.2. Approve the request for the Notice of Activation or GO-LIVE and present it to the E911 Commission.		1 working day/s	• Executive Director of E911 National Office; Emergency 911 National Office
	2.3. Send the approved request to the client via email and instruct them to complete the Client Satisfaction Survey (CSS).		5 minute/s	• Administrative Personnel; Emergency 911 National Office
Total Processing Time:		Working Days: 11 working day/s, 1 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

All Bureaus

External Services

1. Request for Technical Assistance (Resource Person)

Response to requests for resource person on the conduct of trainings, seminars, and workshops of the different programs and projects of the Department

Office or Division:	All Bureaus
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG Management, DILG Regional and Provincial Offices, National Government Agencies (NGAs), Local Government Units (LGUs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs), Private Sector, and the General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter request (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the letter request via email, walk-in, or courier. **Location:** Bureaus, Regional Offices (RO), Provincial Offices (PO), or Field Offices (FO)	1.1. Receive the letter request from the client, record it, and route the request to the concerned Action Officer or Head of Office.	None	1 hour/s	• Bureau/RO/PO/FO Receiving Officer; Any of requesting office / division
	1.2. Evaluate and endorse the request to the concerned office and provide instructions (this step is skipped for C/MLGOO).		2 hour/s	• Bureau/Regional/Provincial Director; Any of requesting office / division
	1.3. Review and evaluate the request with regard to: a.		1 working day/s	• City or Municipal LGOO/PO

	Availability of the module or presentation materials b. Whether the requested subject matter falls within the technical expertise/mandate of the DILG c. Availability on the date and time specified in the letter request			Focal Person/Bureau or RO Division Chief or Focal Person; Any of requesting office / division
	1.4. Prepare the letter reply, review it, and forward it to the approving authority.		4 hour/s	• Administrative Staff; Any of requesting office / division
	1.5. Review and sign the letter.		1 working day/s	• City or Municipal LGOO/City, Provincial, Regional, or Bureau Director; Any of requesting office / division
2. Receive response from concerned office. **Location:** Bureaus, Regional Offices (RO), Provincial Offices (PO), or Field Offices (FO)	2. Issue the letter reply and administer the Client Satisfaction Survey (CSS) to the requesting client.	None	1 hour/s	• Action Officer/Releasing Officer; Any of requesting office / division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions
Bureaus

Office Groups and Divisions					
Office of Project Development Services (OPDS)	National Barangay Operations Office (NBOO)	Bureau of Local Government Supervision (BLGS)	Bureau of Local Government Development (BLGD)		
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City

Office Groups and Divisions					
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del Pilar	Lidlidda	Magsingal	Nagbukel	Narvacan
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin
Balaoan	Bangar	Bauang	Burgos	Caba	Luna
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu

Office Groups and Divisions					
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao
Science City of Muñoz	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires City	Alaminos	Bay	Biñan City
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil

Office Groups and Divisions					
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa

Office Groups and Divisions					
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao

Office Groups and Divisions					
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City

Office Groups and Divisions					
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas

Office Groups and Divisions					
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner

Office Groups and Divisions					
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					

Public Affairs and Communications Service (PACS)

External Services

1. Provision of Public Assistance and Handling of Complaints

This service provides appropriate assistance to the clients who lodged complaints/requests before the Public Assistance and Complaint Center of the Department, through referral and endorsement system.

Office or Division:	Public Affairs and Communications Service (PACS)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All, National Government Agencies
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act 11032

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request/Complaint Letter (1) Original Copy	Applicant / Client
2. Copy of Supporting Documents (if any) (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. 1. Request/Complaint Letter via Email	
A.1. Request/Complaint Letter via Email (1) Electronic Copy	Applicant / Client
Remarks: *Send request/complaint letter through email at paccrecords@gmail.com.*	
B. Supporting Documents (if any)	
B.1. Copy of Supporting Documents (if any) (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File a complaint at the DILG Public Assistance and Complaint Desk and	1. Receive the query, complaint, or request for assistance; interview the client or	None	30 minute/s	• Action Officer/ Public Assistance

accomplish the necessary form(s). **Location:** Department of the Interior and Local Government (DILG)	assess submitted/sent documents, emails, or letter requests; and forward to the Division Chief for evaluation and determination of jurisdiction if substantial information is indicated.			Section, Public Affairs and Communication Service ; Public Affairs and Communications Service (PACS)
2. Wait for advice or instructions from the Action Officer regarding the complaint. **Location:** Department of the Interior and Local Governemnt (DILG)	2.1. Evaluate the nature of the complaint/request and inform the client about the procedure/process.	None	3 working day/s	• Action Officer/ Public Assistance Section, Public Affairs and Communication Service ; Public Affairs and Communications Service (PACS)
	2.2. Draft an endorsement, letter-reply, or letter-referral.		1 working day/s	• Action Officer/ Public Assistance Section, Public Affairs and Communication Service ; Public Affairs and Communications Service (PACS)
	2.3. Forward the draft endorsement, letter-reply, or letter-referral for review.		1 working day/s	• Division Chief/ Assistant Division Chief, Public Relations

				Division, Public Affairs and Communication Service; Public Affairs and Communications Service (PACS)
	2.4. Sign the endorsement, letter-reply, letter-referral, or routing slip, or provide further instructions if any.		1 hour/s	• Director, Public Affairs and Communication Service; Public Affairs and Communications Service (PACS)
	2.5. Release the signed endorsement or letter-reply. Note: For clients who wish to hand-carry the endorsement, provide a signed endorsement contained in a sealed envelope.		15 minute/s	• Action Officer/ Public Assistance Section, Public Affairs and Communication Service ; Public Affairs and Communications Service (PACS)
3. Accomplish the Client Satisfaction Survey (CSS) Form. **Location:** Department of the Interior and Local Government (DILG)	3. Administer the CSS to clients who directly or personally lodged their complaints, either face-to-face or via online modes.	None	15 minute/s	• Action Officer/ Public Assistance Section, Public Affairs and Communication Service ; Public

				Affairs and Communications Service (PACS)
Total Processing Time:	Working Days: 5 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: None			

DILG Regional, Provincial, and Field Offices

External Services

1. Issuance of Certificate for Service Rendered by Local/Barangay Official for Application for CSC Eligibility

This procedure standardize the process of the issuance of the Issuance of Certificates on Services Rendered of Local/Barangay Officials

Office or Division:	DILG Regional, Provincial, and Field Offices
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	• All Sanggunian Members (PCM) who served on aggregate of 6 years, complete at least 72 units leading to bachelor's degree (first level eligibility) or an aggregate of 9 years having completed baccalaureate degree (2nd level eligibility). (both should start in 1991)(Can avail the service in the Provincial and Regional DILG Office) • All barangay elected Officials who completed one full term of service (Can be availed in the Municipal/City DILG Office) • All Barangay Secretaries and Treasurers who served an aggregate of 3 years of service in the same position(Can be availed in the Municipal/City DILG Office) • All Barangay Secretaries and Treasurers who rendered the continuous number of years of satisfactory service from the time of appointment, which must correspond to the number of years covering the term of office of the appointing Punong Barangay and may include services rendered under previous appointment
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Citizen's Charter Request Form (1) Original Copy	DILG - Field office/ DILG Official website
2. Original/Certified true copy of Oath of Office (1) Original Copy Or (1) Certified True Copy	LGU - N/A
3. Appointment as Barangay Treasurer/Secretary Resolution duly concurred by the majority of all Sanggunian Members (1) Original Copy	Office of the Barangay - N/A
4. Authenticated copy of Birth Certificate and Marriage Contract (if applicable) (1) Original Copy	PSA - N/A
For Situational Requirement	

A. 5. Certification from the following Officials as to the inclusive dates of services rendered with Satisfactory Performance and shall include the date and place of Birth of the Barangay Official (applicant) using the revised CSC Form dated April 2012:				
A.1. For Punong Barangay (1) Original Copy			Office of the Barangay - N/A	
A.2. For DILG - Municipal (1) Original Copy			DILG Field Office - N/A	
A.3. For DILG - Provincial (1) Original Copy			DILG Provincial Office - N/A	
A.4. For DILG - Regional (1) Original Copy			DILG Regional Office - N/A	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Accomplish the Citizen's Charter Service Request Form and submit the documentary requirements either personally or through dropbox/courier. **Location:** DILG Field Office concerned	1.1. Check the completeness of the documentary requirements and receive the request. Evaluate the documents and verify the name of the local official against the Barangay Information System (BIS), Elective Local Officials Profiling Database System (ELOPDS), or Masterlist of Local Officials. Prepare the CSC-ERPO-BOE Form 1 (A) or (B) or CSC-SME Form 1, and forward it to the Approving Authorities. (Attach the relevant portion of the Masterlist of Local Officials, if applicable.) Note: For BOE requests: The Approving Authority reviews and signs/approves the certification. For SME requests: Review and	None	1 working day/s, 4 hour/s	• Regional Focal Person/Provincial Focal Person/C/MLGOO; Any of requesting office / division

	affix initials on the prepared document, then forward it to the Regional Director for approval.			
	1.2. Review and approve the certification: - Provincial/HUC/C/MLGOO Level: Review and sign/approve the certification. - Regional Level: Review and affix initials on the prepared document, then forward it to the Regional Director for approval.		1 working day/s	• Provincial Director/HUC Director/ C/MLGOO Division/Section Chief; Regional Director/ Authorized Official; Any of requesting office / division
2. Receive the Certification and accomplish the Customer Satisfaction Survey (CSS) Form **Location:** DILG Field Office/Regional Office/Central Office/DILG Website	2. Release the certification and administer the CSS Form.	None	30 minute/s	• Records Officer/ C/MLGOO; Any of requesting office / division
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL	NEGROS ISLAND	

Office Groups and Divisions					
			REGION (NCR)	REGION (NIR)	
DILG Provincial Offices					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del Pilar	Lidlidda	Magsingal	Nagbukel	Narvacan
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin
Balaoan	Bangar	Bauang	Burgos	Caba	Luna

Office Groups and Divisions					
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao
Science City of	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon

Office Groups and Divisions					
Muñoz					
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires City	Alaminos	Bay	Biñan City
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan

Office Groups and Divisions					
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria

Office Groups and Divisions					
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio

Office Groups and Divisions					
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip

Office Groups and Divisions					
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas

Office Groups and Divisions					
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City

Office Groups and Divisions					
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					

DILG Regional Offices

External Services

1. Issuance of Certificate of Incumbency of Local Officials

This procedure defines the process for issuing Certificate of Incumbency to requesting Local Official.

Office or Division:	DILG Regional Offices
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All Local Government Units
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Citizen's Charter Request Form (1) Original Copy	DILG - Field / DILG Official Website
2. Letter request (1) Original Copy	Requesting Party - / Agency
3. Photocopy of valid ID of the official (1) Photo Copy	Requesting Party - Agency
4. Certification of Services Rendered issued by the barangay (For Barangay Officials only) (1) Original Copy	DILG - Field Office
5. In case of discrepancy in the name, client must secure any of the following: Oath of Office Joint Affidavit of Two (2) Disinterested Persons Photocopy of Birth Certificate/Marriage Certificate (1) Original Copy Or (1) Certified True Copy	Requesting Party - N/A

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the Citizen's Charter Service Request Form and submit the required documentary requirements. **Location:** DILG Regional, Provincial, or Field	1.1. Check the completeness of the submitted documents and receive the request; verify the name and validate the incumbency of the requesting official using the Elected Local Official Profile	None	2 working day/s	• C/MLGOO/ HUC/ Provincial or Regional Focal Person; Any of requesting

Offices	Database System (ELOPDS), Barangay Information System (BIS), or the Masterlist of Local Officials (for requests for Certificate of Incumbency).			office / division
	1.2. Prepare the Certificate of Incumbency if all documents are in order; review and approve the certification.		7 hour/s	• C/MLGOO/ City Director/Provincial or Regional Director; Any of requesting office / division
2. Receive the Certificate and accomplish the Client Satisfaction Survey (CSS). **Location:** DILG Regional, Provincial, or Field Offices	2. Release the certification along with any attached documents and administer the CSS.	None	1 hour/s	• Records Officer/ C/MLGOO; Any of requesting office / division
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
DILG Provincial Offices					

Office Groups and Divisions					
Ilocos Norte	Ilocos Sur	La Union	Pangasinan	Batanes	Cagayan
Isabela	Nueva Vizcaya	Quirino	Aurora	Bataan	Nueva Ecija
Pampanga	Tarlac	Zambales	Bulacan	Cavite	Laguna
Batangas	Rizal	Quezon	Occidental Mindoro	Oriental Mindoro	Marinduque
Romblon	Palawan	Albay	Camarines Norte	Camarines Sur	Sorsogon
Catanduanes	Masbate	Aklan	Antique	Capiz	Iloilo
Guimaras	Bohol	Cebu	Biliran	Leyte	Northern Samar
Samar	Eastern Samar	Southern Leyte	Zamboanga del Norte	Zamboanga del Sur	Zamboanga Sibugay
Bukidnon	Camiguin	Misamis Occidental	Misamis Oriental	Lanao del Norte	Davao del Norte
Davao del Sur	Davao Occidental	Davao Oriental	Davao de Oro	South Cotabato	Cotabato
Sultan Kudarat	Sarangani	Agusan del Norte	Agusan del Sur	Dinagat Islands	Surigao del Norte
Surigao del Sur	Abra	Apayao	Benguet	Ifugao	Kalinga
Mountain Province	Negros Occidental	Negros Oriental	Siquijor		
DILG Field Offices					
Adams	Bacarra	Badoc	Bangui	Banna	Batac City
Burgos	Carasi	Currimao	Dingras	Dumalneg	Laoag City
Marcos	Nueva Era	Paoay	Pasuquin	Piddig	Pinili
San Nicolas	Sarrat	Solsona	Vintar	Alilem	Banayoyo
Bantay	Burgos	Cabugao	Candon City	Caoayan	Cervantes
Galimuyod	Gregorio del Pilar	Lidlidda	Magsingal	Nagbukel	Narvacan
Quirino	Salcedo	San Emilio	San Esteban	San Ildefonso	San Juan
San Vicente	Santa	Santa Catalina	Santa Cruz	Santa Lucia	Santa Maria
Santiago	Santo Domingo	Sigay	Sinait	Sugpon	Suyo
Tagudin	Vigan City	Agoo	Aringay	Bacnotan	Bagulin
Balaoan	Bangar	Bauang	Burgos	Caba	Luna
Naguilian	Pugo	Rosario	San Fernando City	San Gabriel	San Juan
Santo Tomas	Santol	Sudipen	Tubao	Alaminos City	San Carlos City
Urdaneta City	Agno	Aguilar	Alcala	Anda	Anda

Office Groups and Divisions					
Balungao	Bani	Basista	Bautista	Bayambang	Binalonan
Binmaley	Bolinao	Bugallon	Burgos	Calasiao	Dasol
Infanta	Labrador	Laoac	Lingayen	Mabini	Malasiqui
Manaoag	Mangaldan	Mangatarem	Mapandan	Natividad	Pozorrubio
Rosales	San Fabian	San Jacinto	San Manuel	San Nicolas	San Quintin
Santa Barbara	Santa Maria	Santo Tomas	Sison	Sual	Tayug
Umingan	Urbiztondo	Villasis	Dagupan City	Basco	Itbayat
Ivana	Mahatao	Sabtang	Uyugan	Abulug	Alcala
Allacapan	Amulung	Aparri	Baggao	Ballesteros	Buguey
Calayan	Camalaniugan	Claveria	Enrile	Gattaran	Gonzaga
Lal-lo	Lasam	Pamplona	Peñablanca	Piat	Rizal
Sanchez-Mira	Santa Ana	Santa Praxedes	Santa Teresita	Santo Niño	Solana
Tuao	Tuguegarao City	Alicia	Angadanan	Aurora	Benito Soliven
Burgos	Cabagan	Cabatuan	Cauayan City	Cordon	Delfin Albano
Dinapigue	Divilacan	Echague	Gamu	Ilagan City	Jones
Luna	Maconacon	Mallig	Naguilian	Palanan	Quezon
Quirino	Ramon	Reina Mercedes	Roxas	San Agustin	San Guillermo
San Isidro	San Manuel	San Mariano	San Mateo	San Pablo	Santa Maria
Santo Tomas	Tumauini	Alfonso Castañeda	Ambaguio	Aritao	Bagabag
Bambang	Bayombong	Diadi	Dupax del Norte	Dupax del Sur	Kasibu
Kayapa	Quezon	Santa Fe	Solano	Villaverde	Aglipay
Cabarroguis	Diffun	Maddela	Nagtipunan	Saguday	Santiago City
Baler	Casiguran	Dilasag	Dinalungan	Dingalan	Dipaculao
Maria Aurora	San Luis	Abucay	Bagac	Balanga City	Dinalupihan
Hermosa	Limay	Mariveles	Morong	Orani	Orion
Pilar	Samal	Aliaga	Bongabon	Cabanatuan City	Cabiao
Carranglan	Cuyapo	Gabaldon	Gapan City	General Mamerto Natividad	General Tinio
Guimba	Jaen	Laur	Licab	Llanera	Lupao
Science City of Muñoz	Nampicuan	Palayan City	Pantabangan	Peñaranda	Quezon
Rizal	San Antonio	San Isidro	San Jose	San Leonardo	Santa Rosa
Santo Domingo	Talavera	Talugtug	Zaragoza	Apalit	Arayat
Bacolor	Candaba	Floridablanca	Guagua	Lubao	Mabalacat City
Macabebe	Magalang	Masantol	Mexico	Minalin	Porac

Office Groups and Divisions					
San Fernando City	San Luis	San Simon	Santa Ana	Santa Rita	Santo Tomas
Sasmuan	Anao	Bamban	Camiling	Capas	Concepcion
Gerona	La Paz	Mayantoc	Moncada	Paniqui	Pura
Ramos	San Clemente	San Jose	San Manuel	Santa Ignacia	Tarlac City
Victoria	Botolan	Cabangan	Candelaria	Castillejos	Iba
Masinloc	Palauig	San Antonio	San Felipe	San Marcelino	San Narciso
Santa Cruz	Subic	Angat	Balagtas	Baliuag City	Bocaue
Bulakan	Bustos	Calumpit	Doña Remedios Trinidad	Guiguinto	Hagonoy
Malolos City	Marilao	Meycauayan City	Norzagaray	Obando	Pandi
Paombong	Plaridel	Pulilan	San Ildefonso	San Jose del Monte City	San Miguel
San Rafael	Santa Maria	Angeles City	Olongapo City	Alfonso	Amadeo
Bacoor City	Carmona City	Cavite City	Dasmariñas City	General Emilio Aguinaldo	General Mariano Alvarez
General Trias City	Imus City	Indang	Kawit	Magallanes	Maragondon
Mendez	Naic	Noveleta	Rosario	Silang	Tagaytay City
Tanza	Ternate	Trece Martires City	Alaminos	Bay	Biñan City
Cabuyao City	Calamba City	Calauan	Cavinti	Famy	Kalayaan
Liliw	Los Baños	Luisiana	Lumban	Mabitac	Magdalena
Majayjay	Nagcarlan	Paete	Pagsanjan	Pakil	Pangil
Pila	Rizal	San Pablo City	San Pedro City	Santa Cruz	Santa Maria
Santa Rosa City	Siniloan	Victoria	Agoncillo	Alitagtag	Balayan
Balete	Batangas City	Bauan	Calaca City	Calatagan	Cuenca
Ibaan	Laurel	Lemery	Lian	Lipa City	Lobo
Mabini	Malvar	Mataasnakahoy	Nasugbu	Padre Garcia	Rosario
San Jose	San Juan	San Luis	San Nicolas	San Pascual	Santa Teresita
Santo Tomas City	Taal	Talisay	Tanauan City	Taysan	Tingloy
Tuy	Angono	Antipolo City	Baras	Binangonan	Cainta
Cardona	Jalajala	Morong	Pililla	Rodriguez	San Mateo
Tanay	Taytay	Teresa	Agdangan	Alabat	Atimonan
Buenavista	Burdeos	Calauag	Candelaria	Catanauan	Dolores
General Luna	General Nakar	Guinayangan	Gumaca	Infanta	Jomalig
Lopez	Lucban	Macalelon	Mauban	Mulanay	Padre Burgos
Pagbilao	Panukulan	Patnanungan	Perez	Pitogo	Plaridel
Polillo	Quezon	Real	Sampaloc	San Andres	San Antonio

Office Groups and Divisions					
San Francisco	San Narciso	Sariaya	Tagkawayan	Tayabas City	Tiaong
Unisan	Lucena City	Abra de Ilog	Calintaan	Looc	Lubang
Magsaysay	Mamburao	Paluan	Rizal	Sablayan	San Jose
Santa Cruz	Baco	Bansud	Bongabong	Bulalacao	Calapan City
Gloria	Mansalay	Naujan	Pinamalayan	Pola	Puerto Galera
Roxas	San Teodoro	Socorro	Victoria	Boac	Buenavista
Gasan	Mogpog	Santa Cruz	Torrijos	Alcantara	Banton
Cajidiocan	Calatrava	Concepcion	Corcuera	Ferrol	Looc
Magdiwang	Odiongan	Romblon	San Agustin	San Andres	San Fernando
San Jose	Santa Fe	Santa Maria	Aborlan	Agutaya	Araceli
Balabac	Bataraza	Brooke's Point	Busuanga	Cagayancillo	Coron
Culion	Cuyo	Dumaran	El Nido	Kalayaan	Linapacan
Magsaysay	Narra	Quezon	Rizal	Roxas	San Vicente
Sofronio Española	Taytay	Puerto Princesa City	Bacacay	Camalig	Daraga
Guinobatan	Jovellar	Legazpi City	Libon	Ligao City	Malilipot
Malinao	Manito	Oas	Pio Duran	Polangui	Rapu-Rapu
Santo Domingo	Tabaco City	Tiwi	Basud	Capalonga	Daet
Jose Panganiban	Labo	Mercedes	Paracale	San Lorenzo Ruiz	San Vicente
Santa Elena	Talisay	Vinzons	Baao	Balatan	Bato
Bombon	Buhi	Bula	Cabusao	Calabanga	Camaligan
Canaman	Caramoan	Del Gallego	Gainza	Garchitorena	Goa
Iriga City	Lagonoy	Libmanan	Lupi	Magarao	Milaor
Minalabac	Nabua	Ocampo	Pamplona	Pasacao	Pili
Presentacion	Ragay	Sagñay	San Fernando	San Jose	Sipocot
Siruma	Tigaon	Tinambac	Barcelona	Bulan	Bulusan
Casiguran	Castilla	Donsol	Gubat	Irosin	Juban
Magallanes	Matnog	Pilar	Prieto Diaz	Santa Magdalena	Sorsogon City
Bagamanoc	Baras	Bato	Caramoran	Gigmoto	Pandan
Panganiban	San Andres	San Miguel	Viga	Virac	Aroroy
Baleno	Balud	Batuan	Cataingan	Cawayan	Claveria
Dimasalang	Esperanza	Mandaon	Masbate City	Milagros	Mobo
Monreal	Palanas	Pio V. Corpus	Placer	San Fernando	San Jacinto
San Pascual	Uson	Naga City	Altavas	Balete	Banga
Batan	Buruanga	Ibajay	Kalibo	Lezo	Libacao
Madalag	Makato	Malay	Malinao	Nabas	New Washington

Office Groups and Divisions					
Numancia	Tangalan	Anini-y	Barbaza	Belison	Bugasong
Caluya	Culasi	Hamtic	Laua-an	Libertad	Pandan
Patnongon	San Jose de Buenavista	San Remigio	Sebaste	Sibalom	Tibiao
Tobias Fornier	Valderrama	Cuartero	Dao	Dumalag	Dumarao
Ivisan	Jamindan	Maayon	Mambusao	Panay	Panitan
Pilar	Pontevedra	President Roxas	Roxas City	Sapian	Sigma
Tapaz	Ajuy	Alimodian	Anilao	Badiangan	Balasan
Banate	Barotac Nuevo	Barotac Viejo	Batad	Bingawan	Cabatuan
Calinog	Carles	Concepcion	Dingle	Dueñas	Dumangas
Estancia	Guimbal	Igbaras	Janiuay	Lambunao	Leganes
Lemery	Leon	Maasin	Miagao	Mina	New Lucena
Oton	Passi City	Pavia	Pototan	San Dionisio	San Enrique
San Joaquin	San Miguel	San Rafael	Santa Barbara	Sara	Tigbauan
Tubungan	Zarraga	Buenavista	Jordan	Nueva Valencia	San Lorenzo
Sibunag	Iloilo City	Alburquerque	Alicia	Anda	Antequera
Baclayon	Balilihan	Batuan	Bien Unido	Bilar	Buenavista
Calape	Candijay	Carmen	Catigbian	Clarin	Corella
Cortes	Dagohoy	Danao	Dauis	Dimiao	Duero
Garcia Hernandez	Getafe	Guindulman	Inabanga	Jagna	Lila
Loay	Loboc	Loon	Mabini	Maribojoc	Panglao
Pilar	President Carlos P. Garcia	Sagbayan	San Isidro	San Miguel	Sevilla
Sierra Bullones	Sikatuna	Tagbilaran City	Talibon	Trinidad	Tubigon
Ubay	Valencia	Alcantara	Alcoy	Alegria	Aloguinsan
Argao	Asturias	Badian	Balamban	Bantayan	Barili
Bogo City	Boljoon	Borbon	Carcar City	Carmen	Catmon
Compostela	Consolacion	Cordova	Daanbantayan	Dalaguete	Danao City
Dumanjug	Ginatilan	Liloan	Madridejos	Malabuyoc	Medellin
Minglanilla	Moalboal	Naga City	Oslob	Pilar	Pinamungajan
Poro	Ronda	Samboan	San Fernando	San Francisco	San Remigio
Santa Fe	Santander	Sibonga	Sogod	Tabogon	Tabuelan
Talisay City	Toledo City	Tuburan	Tudela	Cebu City	Lapu-Lapu City
Mandaue City	Almeria	Biliran	Cabucgayan	Caibiran	Culaba
Kawayan	Maripipi	Naval	Abuyog	Alangalang	Albuera
Babatngon	Barugo	Bato	Baybay City	Burauen	Calubian
Capoocan	Carigara	Dagami	Dulag	Hilongos	Hindang

Office Groups and Divisions					
Inopacan	Isabel	Jaro	Javier	Julita	Kananga
La Paz	Leyte	MacArthur	Mahaplag	Matag-ob	Matalom
Mayorga	Merida	Palo	Palompon	Pastrana	San Isidro
San Miguel	Santa Fe	Tabango	Tabontabon	Tanauan	Tolosa
Tunga	Villaba	Allen	Biri	Bobon	Capul
Catarman	Catubig	Gamay	Laoang	Lapinig	Las Navas
Lavezares	Lope de Vega	Mapanas	Mondragon	Palapag	Pambujan
Rosario	San Antonio	San Isidro	San Jose	San Roque	San Vicente
Silvino Lobos	Victoria	Almagro	Basey	Calbayog City	Calbiga
Catbalogan City	Daram	Gandara	Hinabangan	Jiabong	Marabut
Matuguinao	Motiong	Pagsanghan	Paranas	Pinabacdao	San Jorge
San Jose de Buan	San Sebastian	Santa Margarita	Santa Rita	Santo Niño	Tagapul-an
Talalora	Tarangnan	Villareal	Zumarraga	Arteche	Balangiga
Balangkayan	Borongan City	Can-avid	Dolores	General MacArthur	Giporlos
Guiuan	Hernani	Jipapad	Lawaan	Llorente	Maslog
Maydolong	Mercedes	Oras	Quinapondan	Salcedo	San Julian
San Policarpio	Sulat	Taft	Anahawan	Bontoc	Hinunangan
Hinundayan	Libagon	Liloan	Limasawa	Maasin City	Macrohon
Malitbog	Padre Burgos	Pintuyan	Saint Bernard	San Francisco	San Juan
San Ricardo	Silago	Sogod	Tomas Oppus	Tacloban City	Ormoc City
Balinguian	Dapitan City	Dipolog City	Godod	Gutalac	Jose Dalman
Kalawit	Katipunan	La Libertad	Labason	Leon B. Postigo	Liloy
Manukan	Mutia	Piñan	Polanco	President Manuel A. Roxas	Rizal
Salug	Sergio Osmeña Sr.	Siayan	Sibuco	Sibutad	Sindangan
Siocon	Sirawai	Tampilisan	Aurora	Bayog	Dimataling
Dinas	Dumalinao	Dumingag	Guipos	Josefina	Kumalarang
Labangan	Lakewood	Lapuyan	Mahayag	Margosatubig	Midsalip
Molave	Pagadian City	Pitogo	Ramon Magsaysay	San Miguel	San Pablo
Sominot	Tabina	Tambulig	Tigbao	Tukuran	Vincenzo A. Sagun
Alicia	Buug	Diplahan	Imelda	Ipil	Kabasalan
Mabuhay	Malangas	Naga	Olutanga	Payao	Roseller Lim
Siay	Talusan	Titay	Tungawan	Zamboanga City	City of Isabela

Office Groups and Divisions					
Baungon	Cabanglasan	Damulog	Dangcagan	Don Carlos	Impasugong
Kadingilan	Kalilangan	Kibawe	Kitaotao	Lantapan	Libona
Malaybalay City	Malitbog	Manolo Fortich	Maramag	Pangantucan	Quezon
San Fernando	Sumilao	Talakag	Valencia City	Catarman	Guinsiliban
Mahinog	Mambajao	Sagay	Aloran	Baliangao	Bonifacio
Calamba	Clarin	Concepcion	Don Victoriano	Jimenez	Lopez Jaena
Oroquieta City	Ozamiz City	Panaon	Plaridel	Sapang Dalaga	Sinacaban
Tangub City	Tudela	Alubijid	Balingasag	Balingoan	Binuangan
Claveria	El Salvador City	Gingoog City	Gitagum	Initao	Jasaan
Kinoguitan	Lagonglong	Laguindingan	Libertad	Lugait	Magsaysay
Manticao	Medina	Naawan	Opol	Salay	Sugbongcogon
Tagoloan	Talisayan	Villanueva	Bacolod	Baloi	Baroy
Kapatagan	Kauswagan	Kolambugan	Lala	Linamon	Magsaysay
Maigo	Matungao	Munai	Nunungan	Pantao Ragat	Pantar
Poona Piagapo	Salvador	Sapad	Sultan Naga Dimaporo	Tagoloan	Tangcal
Tubod	Cagayan de Oro City	Iligan City	Asuncion	Braulio E. Dujali	Carmen
Kapalong	New Corella	Panabo City	Island Garden City of Samal	San Isidro	Santo Tomas
Tagum City	Talaingod	Bansalan	Digos City	Hagonoy	Kiblawan
Magsaysay	Malalag	Matanao	Padada	Santa Cruz	Sulop
Don Marcelino	Jose Abad Santos	Malita	Santa Maria	Sarangani	Baganga
Banaybanay	Boston	Caraga	Cateel	Governor Generoso	Lupon
Manay	Mati City	San Isidro	Tarragona	Compostela	Laak
Mabini	Maco	Maragusan	Mawab	Monkayo	Montevista
Nabunturan	New Bataan	Pantukan	Davao City	Banga	Koronadal City
Lake Sebu	Norala	Polomolok	Santo Niño	Surallah	Tampakan
Tantangan	T'Boli	Tupi	Alamada	Aleosan	Antipas
Arakan	Banisilan	Carmen	Kabacan	Kidapawan City	Libungan
Magpet	Makilala	Matalam	Midsayap	M'lang	Pigcawayan
Pikit	President Roxas	Tugunan	Tulunan	Bagumbayan	Columbio
Esperanza	Isulan	Kalamansig	Lambayong	Lebak	Lutayan
Palimbang	President Quirino	Senator Ninoy Aquino	Tacurong City	Alabel	Glan

Office Groups and Divisions					
Kiamba	Maasim	Maitum	Malapatan	Malungon	General Santos City
Buenavista	Cabadbaran City	Carmen	Jabonga	Kitcharao	Las Nieves
Magallanes	Nasipit	Remedios T. Romualdez	Santiago	Tubay	Bayugan City
Bunawan	Esperanza	La Paz	Loreto	Prosperidad	Rosario
San Francisco	San Luis	Santa Josefa	Sibagat	Talacogon	Trento
Veruela	Basilisa	Cagdianao	Dinagat	Libjo	Loreto
San Jose	Tubajon	Alegria	Bacuag	Burgos	Claver
Dapa	Del Carmen	General Luna	Gigaquit	Mainit	Malimono
Pilar	Placer	San Benito	San Francisco	San Isidro	Santa Monica
Sison	Socorro	Surigao City	Tagana-an	Tubod	Barobo
Bayabas	Bislig City	Cagwait	Cantilan	Carmen	Carrascal
Cortes	Hinatuan	Lanuza	Lianga	Lingig	Madrid
Marihatag	San Agustin	San Miguel	Tagbina	Tago	Tandag City
Butuan City	Bangued	Boliney	Bucay	Bucloc	Daguioman
Danglas	Dolores	La Paz	Lacub	Lagangilang	Lagayan
Langiden	Licuan-Baay	Luba	Malibcong	Manabo	Peñarrubia
Pidigan	Pilar	Sallapadan	San Isidro	San Juan	San Quintin
Tayum	Tineg	Tubo	Villaviciosa	Calanasan	Conner
Flora	Kabugao	Luna	Pudtol	Santa Marcela	Atok
Bakun	Bokod	Buguias	Itogon	Kabayan	Kapangan
Kibungan	La Trinidad	Mankayan	Sablan	Tuba	Tublay
Aguinaldo	Alfonso Lista	Asipulo	Banaue	Hingyon	Hungduan
Lagawe	Lamut	Mayoyao	Tinoc	Balbalan	Lubuagan
Pasil	Pinukpuk	Rizal	Tabuk	Tanudan	Tinglayan
Barlig	Bauko	Besao	Bontoc	Natonin	Paracelis
Sabangan	Sadanga	Sagada	Tadian	Baguio City	Caloocan City
Las Piñas City	Makati City	Malabon City	Mandaluyong City	Marikina City	Muntinlupa City
Navotas City	Parañaque City	Pasay City	Pasig City	Quezon City	San Juan City
Taguig City	Valenzuela City	City of Manila	Pateros	Bago City	Binalbagan
Cadiz City	Calatrava	Candoni	Cauayan	Don Salvador Benedicto	Enrique B. Magalona
Escalante City	Himamaylan City	Hinigaran	Hinoba-an	Ilog	Isabela
Kabankalan City	La Carlota City	La Castellana	Manapla	Moises Padilla	Murcia

Office Groups and Divisions					
Pontevedra	Pulupandan	Sagay City	San Carlos City	San Enrique	Silay City
Sipalay City	Talisay City	Toboso	Valladolid	Victorias City	Amlan
Ayungon	Bacong	Bais City	Basay	Bayawan City	Bindoy
Canlaon City	Dauin	Dumaguete City	Guihulngan City	Jimalalud	La Libertad
Mabinay	Manjuyod	Pamplona	San Jose	Santa Catalina	Siaton
Sibulan	Tanjay City	Tayasan	Valencia	Vallehermoso	Zamboanguita
Enrique Villanueva	Larena	Lazi	Maria	San Juan	Siquijor
Bacolod City					

DILG Central Office - General Services Division (GSD), and DILG Regional Offices

External Services

1. Disposal of Properties Through Public Bidding

To ensure the proper disposal of unserviceable properties through public bidding pursuant to COA-DBM Joint Circular No. 2024-1 dated January 30, 2024.

Office or Division:	DILG Central Office - General Services Division (GSD), and DILG Regional Offices
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Private Bidders
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Bid Form (1) Original Copy	Department of the Interior and Local Government- Central Office (DILG-CO) - General Services Division (Disposal and Appraisal Committee Secretariat)
2. Terms and Conditions of Sale (1) Original Copy	Department of the Interior and Local Government- Central Office (DILG-CO) - General Services Division (Disposal and Appraisal Committee Secretariat)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secure the Bid Form and coordinate with the Disposal and Appraisal Committee (DAC) Secretariat for the inspection of disposable properties in preparation for public bidding. **Location:** Department of the Interior and Local	1.1. Upon approval of the Disposal and Appraisal Committee (DAC) Resolution by the Head of Office, proceed with the advertisement of the unserviceable properties for disposal through public bidding.	**Standard Fees** Breakdown: Bid Fee: PHP 500 Total: PHP 500	30 minute/s	• Disposal and Appraisal Committee (DAC) Secretariat ; General Service Division (GSD)

Government (DILG) Central Office - General Service Division (GSD)	1.2. Issue Bid Forms to interested bidders together with the specific calendar of activities for the conduct of the public bidding.		1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat ; General Service Division (GSD)
	1.3. Facilitate the inspection of unserviceable properties in preparation for the conduct of public bidding.		1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat ; General Service Division (GSD)
2. Submit sealed bids together with the required documents as specified in the Bid Form, to the Disposal and Appraisal Committee (DAC). **Location:** Department of the Interior and Local Government (DILG) Central Office- General Service Division (GSD)	2.1. Conduct the Opening of Bids.	**Formula Fees** Breakdown: Bid Bond	1 working day/s	• Disposal and Appraisal Committee (DAC); General Service Division (GSD) • Disposal and Appraisal Committee (DAC) Secretariat ; General Service Division (GSD) • Disposal and Appraisal Committee (DAC) Technical Working Group (TWG ; General Service Division (GSD)

				• Commission on Audit (COA) Representative; Commission on Audit (COA) Field Office
	2.2. Determine the highest calculated and responsive bid and declare the winning bidder/s.		1 working day/s	• Disposal and Appraisal Committee (DAC); General Service Division (GSD)
	2.3. Prepare the DAC Resolution declaring the winning bidder/s for approval and signature by the Head of Office.		1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD)
3. Receive the approved Contract of Sale for the winning bidder's signature and notarization of the document. **Location:** Department of the Interior and Local Government (DILG) Central- General Services Division (GSD)	3.1. Prepare the Contract of Sale	None	1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD)
	3.2. Review the Contract of Sale		1 working day/s	• Legal and Legislative Liaison Service (LLLS) ; Legal and Legislative Liaison Service (LLLS) • Regional Office Legal Unit;

				Department of the Interior and Local Government (DILG) Regional Offices
	3.3. Approve the Contract of Sale		1 working day/s	• Secretary of the Interior and Local Government (SILG)/ Authorized Representative; Office of the Secretary
	3.4. Prepare and send a notification letter to the winning bidder/s.		1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD)
	3.5. Furnish the winning bidder/s with a copy of the approved Contract of Sale.		1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD)
4. Submit the notarized Contract of Sale to the DAC Secretariat and pay the contract price to the Central/Regional Cashier. **Location:**	4. Assist the winning bidder/s in securing the Order of Payment from the Accounting Section/Division and in making payment to the Cash Section.	None	1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD)

Department of the Interior and Local Government (DILG) Central Office- General Service Division (GSD)				• Accounting Division; Accounting Division (AD) • Cash Section; General Service Division (GSD)
5. Receive the properties acquired through public bidding. **Location:** Department of the Interior Local Government (DILG) Central Office- General Service Division (GSD)	5.1. Release the properties disposed of through public bidding.	None	1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD) • Accounting Officer; Accounting Division (AD) • Commission on Audit (COA) Representative; Commission on Audit (COA) Field Office
	5.2. Submit to the Accounting Section/Division the copy of the release paper, Inventory and Inspection Report of Unserviceable Property (IIRUP), Inventory and Inspection Report of Unserviceable Semi-expendable Property (IIRUSP), Waste Material Report (WMR), together with the Contract of Sale and Disposal and		1 working day/s	• Disposal and Appraisal Committee (DAC) Secretariat; General Service Division (GSD) • Property Officer; General Service Division (GSD)

	Appraisal Committee (DAC) Resolutions, for the dropping of the sold properties from the books of accounts.			• Accounting Officer; Accounting Division (AD)
Total Processing Time:		Working Days: 13 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 500 See other fees below		

Formula / Schedule of Fees

- **Bid Bond**

  Cash Bond = Bid offer x at least 10% of the minimum action price

Office Legend

Office Groups and Divisions					
Department of the Interior and Local Government (DILG) Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - Central Luzon	Region IV-A - CALABARZON	MIMAROPA Region	Region V - BICOL
Region VI – WESTERN VISAYAS	Region VII – CENTRAL VISAYAS	Region VIII – EASTERN VISAYAS	Region IX – ZAMBOANGA PENINSULA	Region X – NORTHERN MINDANAO	Region XI – DAVAO REGION
Region XII – SOCCSKSARGEN	Region XIII – CARAGA	CORDILLERA ADMINISTRATIVE REGION	NATIONAL CAPITAL REGION		
Regional Office Legal Unit					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
General Services Section					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION

Office Groups and Divisions					
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	

Human Resource Development Division (HRDD)

External Services

1. Provision of Training for Students (OJT)

Application of Students for On-the-Job Training (OJT)

Office or Division:	Human Resource Development Division (HRDD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Endorsement letter from the school (specifying the student's course, number of hours, duration, learning expectations, among others) (1) Original Copy	Applicant / Client
2. Curriculum Vitae/Resume (1) Original Copy	Applicant / Client
3. Application Letter (1) Original Copy	Applicant / Client
4. Duly signed OJT Acceptance Letter from the school. (1) Original Copy	DILG - Administrative Service - Human Resource Development Division
For Situational Requirement	
A. For the processing of the application	
A.1. Endorsement Letter from the school (1) Original Copy	Applicant / Client
Remarks: *Specify the student's course, number of hours, duration, learning expectations, among others.*	
A.2. Resume/Curriculum Vitae with picture (1) Original Copy	Applicant / Client
A.3. Duly signed OJT Acceptance Letter from the school. (1) Original Copy	DILG - Administrative Service - Human Resource Development Division
B. For the issuance of the certificate	

B.1. Evaluation Form (1) Original Copy	DILG - Office Concerned
B.2. Daily Time Record (DTR) (1) Original Copy	DILG - Administrative Service - Human Resource Development Division
B.3. Narrative Report (1) Original Copy	Applicant / Client
B.4. Accomplishment Report (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit scanned copies of the application letter, resume, and school endorsement letter to dilghrmdojt@yahoo.com. **Location:** Human Resource Development Division (HRDD)	1. Evaluate the submitted requirements, coordinate with offices regarding possible deployment or assignment, and respond to the student's email.	None	4 hour/s	• Supervising Administrative Officer ; Human Resource Development Division (HRDD)
2. Submit the original copies of the requirements either personally or through courier. **Location:** Human Resource Development Division (HRDD)	2.1. Review and check the completeness of the documents, stamp them as received, and prepare the OJT Acceptance Letter.	None	2 hour/s	• Supervising Administrative Officer ; Human Resource Development Division (HRDD)
	2.2. Prepare the OJT Acceptance Letter for the signature of the AS Director.		5 minute/s	• Supervising Administrative Officer ; Human Resource Development Division (HRDD)
	2.3. Once signed, the letter shall be		5 minute/s	• Supervising

	released to the student/OJT applicant, who must return it with the "CONFORME" portion signed by the school.			Administrative Officer; Human Resource Development Division (HRDD)
3. Submit the signed Acceptance Letter/Contract from the school on the first day of the internship. **Location:** Human Resource Development Division (HRDD)	3. Receive the duly signed Acceptance Letter, conduct orientation, and assist the student/s in their deployment to the assigned offices.	None	3 hour/s	• Supervising Administrative Officer ; Human Resource Development Division (HRDD)
4. Submit the necessary documents for the issuance of the Certificate of Completion upon completion of the required training hours. **Location:** Human Resource Development Division (HRDD)	4.1. Receive, evaluate, and review the submitted documents and prepare the Certificate of Completion.	None	1 hour/s	• Supervising Administrative Officer ; Human Resource Development Division (HRDD)
	4.2. Route the Certificate for the signature of the AS Director.		20 minute/s	• Supervising Administrative Officer ; Human Resource Development Division (HRDD)
	4.3. Once signed, release the Certificate of Completion to the student trainee.		5 minute/s	• Supervising Administrative Officer ; Human Resource Development Division (HRDD)
Total Processing Time:		Working Days: 1 working day/s, 2 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Internal Audit Service (IAS)

Internal Services

1. Provision of Internal Audit Services

This service covers the main function of the Internal Audit Service (IAS), which is the conduct of Compliance, Management, and Operations Audits to determine compliance with applicable laws, rules, and regulations, including Department issuances, and to evaluate the adequacy of internal controls and the 4Es (Effectiveness, Efficiency, Economy, and Ethics) of operations. This service includes the four (4) phases of the audit process, namely Audit Engagement Planning, Audit Execution, Audit Reporting, and Audit Follow-up.

Office or Division:	Internal Audit Service (IAS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	SILG and DILG Top Officials Auditees: - LG Sector: DILG Central Office (Offices, Bureaus, and Services); DILG Regional and Field Offices; Local Government Academy (LGA) - Interior Sector: National Headquarters (NHQ) and Regional and Field Offices of Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP); and the Philippine Public Safety College (PPSC) - Other Attached Agencies: National Youth Commission (NYC); National Commission on Muslim Filipinos (NCMF); and the Philippine Commission on Women (PCW)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Documents, Records, and Reports relevant to the Audit Area/Coverage (1) Electronic Copy	Department of the Interior and Local Government - Internal Audit Service

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. SILG issues a Department Order (DO), directing the conduct of audit. **Location:** Internal Audit Service (IAS) / DILG Central Office	1.1. Prepare and review the DO with transmittal memorandum on the conduct of internal audit for SILG's approval.	None	2 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	1.2. Review and approve the transmittal memorandum and forward to the action officer for release.		1 working day/s	• Director, IAS; Internal Audit Service (IAS)
	1.3. Release the DO to the Office of the Secretary (OSEC) for SILG's approval/signature.		1 hour/s	• Administrative Staff, IAS; Internal Audit Service (IAS)
2. Auditee provides relevant documents, records, and reports of the audit areas. **Location:** Internal Audit Service (IAS) / DILG Central Office	2.1. Prepare and review the Audit Notification Memorandum (ANM) on the conduct of the internal audit, together with the matrix or list of required documents.	None	2 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	2.2. Review and sign the ANM and forward to the action officer for release.		1 working day/s	• Director, IAS; Internal Audit Service (IAS)
	2.3. Release the ANM together with the approved DO and the matrix or list of required documents through the Document Management System (DMS) or Central Records Section for distribution.		1 working day/s	• Administrative Staff, IAS; Internal Audit Service (IAS)
3. Auditee provides relevant documents,	3.1. Gather initial documents through research and receipt	None	1 working day/s	• Audit Team/s; Internal

records, and reports of the audit areas. **Location:** Internal Audit Service (IAS) / DILG Central Office	of relevant documents, records, and reports.		Audit Service (IAS)
	3.2. Process gathered documents through table review/validation and interview.	2 working day/s	• Audit Team/s; Internal Audit Service (IAS)
	3.3. Request an orientation meeting with the concerned office/personnel, if necessary.	1 working day/s	• Audit Team/s; Internal Audit Service (IAS)
	3.4. Process the updated documents gathered from the auditees and review relevance and completeness of information in the Audit Area Profile.	1 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	3.5. Prepare and review the Audit Engagement Plan.	2 working day/s	• Audit Team Member/s; Internal Audit Service (IAS)
	3.6. Review and approve the Audit Engagement Plan.	1 working day/s	• Director, IAS; Internal Audit Service (IAS)
	3.7. Prepare and review the Audit Work Program; indicate detailed audit work instructions to accomplish the steps and methodologies; and prepare the Summary of Audit Team Roles and Responsibilities as attachment.	2 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)

	3.8. Approve the Audit Work Program.		1 working day/s	• Director, IAS; Internal Audit Service (IAS)
	3.9. Identify and list the specific laws/policies/ guidelines/standards and indicate the requirements and sample Means of Verification (MOVs) for review by the Audit Team Leader and approval of IAS Director.		1 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
	3.10. Prepare the System/Process Flowcharts from the analyzed process/system documentation to identify controls and other process details.		2 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	3.11. Refer to the audit checklists to identify controls from CC and ICC, and input in the Walkthrough Test for review by the Audit Team Leader.		2 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
4. The Auditee participates in the Entry Conference and provides replies or comments/concurrence with the Minutes of the Entry Conference. Top Officials receive memorandum invitations for the conduct of entry conference to deliver message. **Location:**	4.1. Prepare and review the Notice of Entry Conference Memorandum (NECM) to all concerned office/s; review and sign the NECM; and forward and release the NECM to concerned office/s.	None	6 hour/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	4.2. Prepare memorandum invitations for the Top Officials for review by		6 hour/s	• Audit Team Leader and Member/s; Director,

Internal Audit Service (IAS) / DILG Central Office	the Audit Team Leader and signature of IAS Director; and forward/release the memorandum invitations for Top Officials and concerned office/s.			IAS; and Administrative Staff, IAS; Internal Audit Service (IAS)
	4.3. Prepare Entry Conference presentations; and review and approve the presentations.		6 hour/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
	4.4. Conduct Entry Conference with the Auditees.		2 hour/s	• Team Leader/Audit Team; Internal Audit Service (IAS)
	4.5. Take down notes, including the Auditee's views on the overall framework for the conduct of the audit and record proceedings of the meeting.		2 hour/s	• Audit Team Member/s; Internal Audit Service (IAS)
	4.6. Prepare the Entry Conference Notes for review by the Audit Team Leader (Sublevel Entry Conference) or IAS Director (General Entry Conference) and release with transmittal memorandum for concurrence of the Auditee.		4 hour/s	• Audit Team Leader and Member/s; Director, IAS; and Administrative Staff, IAS; Internal Audit Service (IAS)
5. Auditee participates in the actual conduct of audit by providing	5.1. Process information documents in the checklists and	None	2 hour/s	• Audit Team Leader and Member/s; Internal

requested documents during the audit, submit self for checklist administration; participates in the interview and walkthrough; provides logistical support, if necessary; and reply/comment on the Interim Audit Memorandum, if any. **Location:** Internal Audit Service (IAS) / DILG Central Office	determine “Yes” answers with complete information/ document, “Yes” answers with lacking information/ document, and “No” answers. Otherwise, subject the matter to interim analysis. Record the result in the corresponding checklist.			Audit Service (IAS)
	5.2. Perform walkthrough of documents and process flow on the subject matter of audit. If present, do a test of controls. If absent, subject to interim analysis. Record the result in the Walkthrough Test.		2 hour/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	5.3. Perform tests of control on documents and process flows based on sampling on the subject matter of audit. If control is ineffective, subject to interim analysis. Conduct substantive tests through samples and record the result in the Test of Control. Include all non-existing controls in the Summary of Gaps.		2 hour/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	5.4. Determine if interview is needed. If controls are present, perform substantive tests through sampling. If absent, subject to interim analysis. Conduct the interview and document the result		2 hour/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)

	in the Interview Notes.			
	5.5. If there are additional documents needed and/or clarification, prepare Audit Inquiry Memorandum (AIM). Review and sign AIM. Release the AIM to concerned auditees.		1 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	5.6. Draft audit findings in terms of the 4Cs. Prepare the Individual Audit Findings.		1 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	5.7. Draft audit condition on the results of review and appraisal of control in case of Compliance and Management Audit based on sampling and evaluation of 4Es in case of Operations Audit.		1 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	5.8. Process probable/root cause analyses on the established audit condition and draft the audit cause (Probable Cause for Compliance Audit and Root Cause for Management/ Operations Audit).		1 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	5.9. Process conditions with criteria to draw audit conclusions.		1 working day/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	5.10. Draft report on significant		1 working day/s	• Audit Team Leader and

	deficiencies requiring immediate action and its probable cause for review of the Audit Team Leader and IAS Director through the issuance of Interim Audit Memorandum, if any.			Member/s, and Director, IAS; Internal Audit Service (IAS)
	5.11. Index, file, collect, and prepare work papers for analysis and process all work papers for the preparation of audit findings.		1 working day/s	• Audit Team; Internal Audit Service (IAS)
	5.12. Process the Individual Audit Findings and consolidate results in the Initial Audit Report. Draft the Highlights of Audit Findings in terms of 2Cs (criteria and condition). Prepare the transmittal memorandum for review of the Audit Team Leader (Sublevel Exit Conference) and IAS Director (General Exit Conference).		1 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
6. Auditee participates in the actual conduct of audit; receives the Notice of Exit Conference Memorandum and communicates with the Audit Team. Top Officials receive and confirm their attendance/participation in the exit conference. **Location:**	6.1. Prepare, review, and approve the Progress Assessment Report (PARe). Accomplish the Sections A, C, and D of PARe before the sub-level Exit Conference. Consolidate the results of Sections A, C, and D of PARe of Sub-level Exit Conference and accomplish Sections B and E before the	None	1 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)

Internal Audit Service (IAS) / DILG Central Office	General Exit Conference.			
	6.2. Discuss necessary documents and activities in the conduct of exit conference for the identification of attendees, location, and schedule. Prepare and review the Notice of Exit Conference Memorandum.		2 hour/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	6.3. Prepare and review the memorandum invitations for Top Officials. Review and sign the memorandum invitations for Top Officials. Forward/release the memorandum invitations for Top Officials and to concerned office/s.		2 hour/s	• Audit Team Leader and Member/s; Director, IAS; and Administrative Staff, IAS; Internal Audit Service (IAS)
	6.4. Prepare the presentations, and review and approve the same using the Exit Conference presentation template. Review and approve the presentations.		4 hour/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
7. Auditees participate in the Exit Conference to provide initial comments on the Highlights of Audit Findings; Receive and accept the Highlights of Audit Findings and submit Management Reply/Comments.	7.1. Conduct Exit Conference with the Head of Internal Audit and/or Audit Team Leader and the Auditee.	None	3 hour/s	• Audit Team Leader and Member/s; Internal Audit Service (IAS)
	7.2. Take down notes including additional information to be considered in the audit report and		3 hour/s	• Audit Team Leader and Member/s; Internal Audit

Location: Internal Audit Service (IAS) / DILG Central Office	record proceedings of the meeting.			Service (IAS)
	7.3. Prepare the Exit Conference Notes, attach the Highlights of Audit Findings requiring submission of Management Comments within ten (10) working days and transmittal memorandum for review of the Audit Team Leader (Sublevel Exit Conference) or IAS Director (General Exit Conference).		1 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
	7.4. Administer the Audit Feedback Survey Form to the attendees of the exit conference and to other key auditees. Record and analyze the result in the CSS Summary Log Sheet and in the Internal Audit Feedback Survey Analysis Report. Process and include the results in the Monitoring and Feedback section of the Internal Audit Report.		10 minute/s	• Audit Team/s; Internal Audit Service (IAS)

8. SILG approves the Internal Audit Report. **Location:** Internal Audit Service (IAS) / DILG Central Office **Notes/Instruction:**	8.1. Refer to the Test of Control work papers, analyze results, and summarize the deviations noted from the conduct of the test of controls in the Summary of Gaps.	None	4 working day/s	• Audit Team Member/s; Internal Audit Service (IAS)
	8.2. Refer to the Sub-level IARs and prepare IAR.		24 working day/s	• Audit Team Leader/s and Member/s; Internal Audit Service (IAS)
	8.3. Prepare transmittal memorandum for SILG together with the memorandum to Auditees/s directing the implementation of the recommendations and requiring the submission of the auditees' action plan.		1 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
	8.4. Release the approved IAR with memorandum to Auditee/s directing the implementation of the recommendations and requiring the submission of the auditees action plan.		30 minute/s	• Administrative Staff, IAS; Internal Audit Service (IAS)
9. Auditee implements the Audit Recommendations and reports status of implementation through the submission of AAPIS to IAS and participates in the conduct of Audit Follow-up validation activity, as necessary; Receives Audit	9.1. Process the Internal Audit Report and prepare the Audit Follow-up Program listing the audit activities to be performed for the evaluation of compliance with audit recommendations for review and approval of IAS Director.	None	2 working day/s	• Audit Team Member/s; Internal Audit Service (IAS)

Inquiry Memorandum, communicate to concerned office/personnel and submit additional documents requested; Receives the IAsCARes. **Location:** Internal Audit Service (IAS) / DILG Central Office	9.2. Prepare, review, and approve the Audit Follow-up Notification Memorandum (AFNM) with attached AAPIS. Release the AFNM to concerned office/s.		2 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
	9.3. Process the submitted AAPIS to validate and evaluate the documents and supporting evidences submitted, and status of action or actions taken by the auditee on each recommendation using the IAsCARes. (per quarter for 4 quarters)		27 working day/s, 7 hour/s, 30 minute/s	• Audit Team Member/s; Internal Audit Service (IAS)
	9.4. Prepare Audit Inquiry Memorandum requesting additional documents needed and/or clarification in the implementation of audit recommendations. Record receipt of additional documents of implementation, perform cursory evaluation on the checklist of submitted documents and process the additional documents received.		2 working day/s	• Audit Team Leader/ Member/s; Internal Audit Service (IAS)
	9.5. Prepare and review the IAsCARes and transmittal memorandum to communicate to the auditee the result of the monitoring and assessment of their compliance with audit recommendations and release to the		27 working day/s, 7 hour/s, 30 minute/s	• Audit Team Leader and Member/s; Director, IAS; and Administrative Staff, IAS; Internal Audit

	concerned office. (per quarter for 4 quarters)			Service (IAS)
10. SILG approves the Internal Audit Follow-up Report (IAFR). **Location:** Internal Audit Service (IAS) / DILG Central Office	10.1. After the fourth (4th) IAsCARes or validated full compliance, whichever comes earlier, prepare and review the IAFR.	None	30 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
	10.2. Submit the IAFR with transmittal memorandum to OSEC for SILG's approval.		30 working day/s	• Administrative Staff, IAS; Internal Audit Service (IAS)
	10.3. Prepare, review, and approve the Completion Assessment Report.		1 working day/s	• Audit Team Leader and Member/s, and Director, IAS; Internal Audit Service (IAS)
	10.4. Retain documented information in accordance with the Control of Retained Documented Information Procedure and Master List of Retained Documented Information.		30 minute/s	• Administrative Staff, IAS; Internal Audit Service (IAS)
Total Processing Time:		Working Days: 191 working day/s, 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Financial and Management Service (FMS)

Internal Services

1. Processing and Payment of Claims - Central Office

To facilitate the processing and payment of various claims through LDDAP-ADA or the issuance of checks in accordance with accounting rules and regulations.

Office or Division:	Financial and Management Service (FMS)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG Local Government Officials and Employees, Financial Institutions (e.g., GSIS, HDMF, EMPC, PHIC, PALIC, AMSLAI, etc.), National Government Agencies (NGAs)/Local Government Units (LGUs), State Universities and Colleges (SUCs)/Civil Society Organizations (CSOs), Suppliers/Dealers and Other Claimants
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Obligation Request and Status (1) Original Copy And (3) Photo Copy	Commission on Audit - Online Website
Remarks: *Template downloadable from the COA website/Government Accounting Manual, Vol. 2 – Appendix 11*	
2. Disbursement Voucher (1) Original Copy And (1) Photo Copy	Commission on Audit - Online Website
Remarks: *Template downloadable at the COA website/ Government Accounting Manual Vol.2 - Appendix 32*	
For Situational Requirement	
A. CASH ADVANCES	
Sub Situational Requirement/s	
A.a. PAYROLL FUND FOR SALARIES, WAGES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES	
A.a.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary

Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)*	
A.a.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and properly accounted for in the books.*	
A.a.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of Treasury - Bureau of Treasury
Remarks: *For the year from cash accountability of Php 5,001.0 above or other other minimum amount that may be prescribed by the Bureau of Treasury (upon set-up of new/renewed accountability)*	
A.a.4. Approved Payroll (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List of payees indicating their net pay*	
A.a.5. Approved Authority (1) Original Copy	Office of the President - Online website
Remarks: *(presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/wages/fringe benefits)*	
A.b. PETTY CASH FUND	
A.b.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary
Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for*	

initial cash advance)	
A.b.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.b.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of Treasury - Bureau of Treasury
Remarks: *For the year from cash accountability of Php 5,001.0 above or other other minimum amount that may be prescribed by the Bureau of Treasury (upon set-up of new/renewed accountability)*	
A.b.4. Summary of Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *Approved Estimates of petty expenses for one month (initial set-up)*	
A.c. FIELD/ACTIVITY CURRENT OPERATING EXPENSES (COE)	
A.c.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary
Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)*	
A.c.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	

A.c.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of Treasury - Bureau of Treasury
Remarks: *For the year of cash accountability amounting to Php 5,001.00 and above, or such other minimum amount as may be prescribed by the Bureau of the Treasury (upon the set-up of new/renewed accountability).*	
A.c.4. Approved budget for COE of the agency field office or agency activity in the field (1) Original Copy	Department of the Interior and Local Government - FMS/FAD/FAS
Remarks: *Approved budget for COE of the agency field office or agency activity in the field*	
A.d. TRAVEL EXPENSES	
A.d.1. Duly approved Office Order/Travel Order (1) Original Copy	Department of the Interior and Local Government - Office of the Undersecretary for Operations
A.d.2. Duly approved itinerary of travel (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
A.d.3. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.d.4. Quotation of plane fare for similar dates (1) Original Copy	Airline/ticketing office/travel agency - Online Website
Remarks: *From at least three airline companies/travel agencies or their equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor*	
A.d.5. Letter of invitation (1) Photo Copy	Requesting entity - N/A
Remarks:	

From the host/sponsoring agency/organization.	
A.e. FOREIGN TRAVEL	
A.e.1. Duly approved Office Order/Travel Order (1) Original Copy	Department of the Interior and Local Government - Office of the Undersecretary for Operations
A.e.2. Duly approved itinerary of travel (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
A.e.3. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.e.4. Letter of invitation (1) Photo Copy	Requesting entity - N/A
Remarks: *From the host/sponsoring agency/organization.*	
A.e.5. Flight itinerary (1) Original Copy	Airline/Ticketing office/Travel agency - Online Website
Remarks: *Issued by the airline ticketing office/travel agency*	
A.e.6. Quotation of plane fare for similar dates (1) Original Copy	Airline/ticketing office/travel agency - Online Website
Remarks: *From at least three airline companies/travel agencies or their equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor*	
A.e.7. Authority from the Office of the President to claim representation expenses. (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

A.e.8. In case of seminars / trainings: (1) Original Copy	Department of the Interior and Local Government - Concerned Office
Sub Requirement	
A.e.8.A. Acceptance of the nominees as participants issued by the foreign country	
A.e.8.B. Programme Agenda and Logistics Information	
B. LIQUIDATION OF CASH ADVANCES	
Sub Situational Requirement/s	
B.a. PAYROLL FUND FOR SALARIES, WAGES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES	
B.a.1. Report of Cash Disbursements (1) Certified True Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *Certified correct by the accountable officer*	
B.a.2. Approved payroll/vouchers duly acknowledged/signed by the payee/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.a.3. Duly verified/approved accomplishment report, in the case of personnel under 'Job Order' status (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.a.4. Receipts (1) Original Copy	Applicant / Client
Sub Requirement	
B.a.4.A. Official Receipt (OR)/printed electronic Official Receipt	
B.a.4.B. Acknowledgment Receipt or equivalent	
B.a.5. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: *If claimed by person other than the payee*	
B.b. PETTY CASH FUND	
B.b.1. Report on Paid Petty Cash Vouchers (1) Original Copy	Department of the Interior and Local Government - Petty cash

	Custodian per Office
B.b.2. Approved Purchase Request with Certificate of Emergency Purchase (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.3. Bills, Receipts, Sales Invoices (1) Original Copy	Applicant / Client
B.b.4. Certification of Expenses not Requiring Receipt or Reimbursement Expenses Receipts (1) Original Copy	Applicant / Client
B.b.5. Inspection and Acceptance Report or Certificate of Inspection and Acceptance (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.6. Pre-/Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.7. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
Remarks: *In case of replacement/repair*	
B.b.8. Approved trip ticket (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/Motorpool Section
Remarks: *For gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable to government vehicles only).*	
B.b.9. Canvass (1) Original Copy	Applicant / Client
Remarks: *From at least three suppliers for purchase as prescribed except for purchases as prescribed (involving P2,000 and above or other amount that may be prescribed in the future) except for purchases made while on official travel.*	
B.b.10. Summary/Abstract of Canvass (1) Original Copy	Commission on Audit - N/A

B.b.11. OR/e-OR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Petty Cash Custodian per Office
Remarks: *In case of refund of PCF*	
B.b.12. Inventory Custodian Slip for semi-expendable items (1) Original Copy	Department of the Interior and Local Governent - Supply Officer per Office
B.b.13. For Meals and Snacks charged to PCF (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.b.13.A. Notice of Meeting with Agenda/ Meeting's Purpose	
B.b.13.B. Minutes of the Meeting	
B.b.13.C. Attendance Sheet	
B.c. FIELD / ACTIVITY CURRENT OPERATING EXPENSES	
B.c.1. Report of Cash Disbursements (1) Certified True Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *Certified correct by the accountable officer*	
B.c.2. Approved payroll/vouchers duly acknowledged/signed by the payee/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.c.3. Duly verified/approved accomplishment report, in case of payment personnel under "job order" status (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.c.4. Receipts (1) Original Copy	Applicant / Client
Sub Requirement	
B.c.4.A. Official Receipt (OR)/printed electronic Official Receipt	
B.c.4.B. Acknowledgment Receipt or equivalent	
B.c.5. Authorization Letter	Applicant / Client

(1) Original Copy	
Remarks: *If claimed by person other than the payee*	
B.c.6. Report on Paid Petty Cash Vouchers (1) Original Copy	Department of the Interior and Local Government - Petty cash Custodian per Office
B.c.7. Approved Purchase Request with Certificate of Emergency Purchase (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.8. Bills, Receipts, Sales Invoices (1) Original Copy	Applicant / Client
B.c.9. Certification of Expenses not Requiring Receipt or Reimbursement Expenses Receipts (1) Original Copy	Applicant / Client
B.c.10. Inspection and Acceptance Report or Certificate of Inspection and Acceptance (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.11. Pre-/Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.12. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
Remarks: *In case of replacement/repair*	
B.c.13. Approved trip ticket (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/Motorpool Section
Remarks: *For gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable to government vehicles only).*	
B.c.14. Canvass (1) Original Copy	Applicant / Client
Remarks:	

From at least three suppliers for purchase as prescribed except for purchases as prescribed (involving P2,000 and above or other amount that may be prescribed in the future) except for purchases made while on official travel.	
B.c.15. Summary/Abstract of Canvass (1) Original Copy	Commission on Audit - N/A
B.c.16. OR/e-OR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Petty Cash Custodian per Office
Remarks: *In case of refund of PCF*	
B.c.17. Inventory Custodian Slip for semi-expendable items (1) Original Copy	Department of the Interior and Local Governent - Supply Officer per Office
B.c.18. For Meals and Snacks charged to PCF (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.c.18.A. Notice of Meeting with Agenda/ Meeting's Purpose	
B.c.18.B. Minutes of the Meeting	
B.c.18.C. Attendance Sheet	
B.d. TRAVELING EXPENSES - LOCAL TRAVEL	
B.d.1. LIQUIDATION REPORT (1) Original Copy	Applicant / Client
B.d.2. Approved Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.d.3. Approved Itinerary of Travel *Any of the following:*	
B.d.3.A. Approved Itinerary of Travel (1) Original Copy	Applicant / Client
---- OR ----	
B.d.3.B. Approved Revised Itinerary of Travel (1) Original Copy	Applicant / Client
Remarks: *(If approved itinerary was not followed)*	
Sub Requirement	

B.d.3.B.A. Copy of previously approved itinerary of travel	
B.d.3.B.B. Copy of Office Order and Supplemental Office Order or any proof supporting the change schedule	
B.d.4. Certificate of Appearance/Attendance or in the absence thereof *Any of the following:*	
B.d.4.A. Certificate of Appearance/Attendance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.d.4.A.A. Highlights of the training/activity	
B.d.4.A.B. Pictures preferably dated	
B.d.4.A.C. Plan of action for knowledge sharing	
B.d.4.A.D. Recommendation	
---- OR ----	
B.d.4.B. Memorandum Transmittal of Back-to-Office Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.d.4.C. Narrative Report on the Trip Undertaken (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.d.4.D. Report on Participation addressed to the Agency head (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.d.5. Receipts in case of refund of excess cash advance *Any of the following:*	
B.d.5.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.d.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.5.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client

---- OR ----	
B.d.5.D. Any equivalent in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.d.6. Tickets/Boarding Pass/Passenger Manifest *Any of the following:*	
B.d.6.A. Paper/Electronic Plane, boat or bus/train tickets (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.6.B. Paper/Electronic Boarding Passes (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.6.C. Passenger manifest (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Certified by the concerned airline or shipping company*	
B.d.7. Certification by the Head of Agency as to the absolute necessity of the expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.d.7.A. Bills/Receipts if the expenses incurred for the official travel exceeded the prescribed rate per day	
B.d.8. Toll Fees/CERR/RER *Any of the following:*	
B.d.8.A. Official Receipts (1) Original Copy	Applicant / Client
---- OR ----	
B.d.8.B. Electronic Official Receipts (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.8.C. CERR (1) Original Copy	Applicant / Client
Remarks: *CERR/RER shall be supported with the toll fee rates*	
B.d.9. Hotel room/Lodging bills with OR (1) Original Copy	Applicant / Client

Remarks: *In the case of official travel to places within 50-km radius from the last city or municipality covered by Metro Manila Area, if travel allowances being claimed include hotel room/lodging*	
B.d.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.e. TRAVELING EXPENSES - FOREIGN TRAVEL	
B.e.1. LIQUIDATION REPORT (1) Original Copy	Applicant / Client
B.e.2. Approved Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.e.3. Approved Itinerary of Travel *Any of the following:*	
B.e.3.A. Approved Itinerary of Travel (1) Original Copy	Applicant / Client
---- OR ----	
B.e.3.B. Approved Revised Itinerary of Travel (1) Original Copy	Applicant / Client
Remarks: *(If approved itinerary was not followed)*	
Sub Requirement	
B.e.3.B.A. Copy of previously approved itinerary of travel	
B.e.3.B.B. Copy of Office Order and Supplemental Office Order or any proof supporting the change schedule	
B.e.4. Certificate of Appearance/Attendance or in the absence thereof *Any of the following:*	
B.e.4.A. Certificate of Appearance/Attendance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.e.4.A.A. Highlights of the training/activity	
B.e.4.A.B. Pictures preferably dated	
B.e.4.A.C. Plan of action for knowledge sharing	

B.e.4.A.D. Recommendation	
---- OR ----	
B.e.4.B. Memo Transmittal of back to Office Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.e.4.C. Narrative Report on trip undertaken (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.e.4.D. Report on Participation addressed to the Agency head (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.e.5. Receipts in case of refund of excess cash advance *Any of the following:*	
B.e.5.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.e.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.5.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.e.5.D. Any equivalent in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.e.6. Tickets/Boarding Pass/Passenger Manifest *Any of the following:*	
B.e.6.A. Paper/Electronic Plane, boat or bus/train tickets (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.6.B. Paper/Electronic Boarding Passes (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.6.C. Passenger manifest (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client

Remarks: *Certified by the concerned airline or shipping company*	
---- OR ----	
B.e.6.D. Certified True Copy of the Passport Passport - Department of Foreign Affairs	
Remarks: *Passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company*	
---- OR ----	
B.e.6.E. Reimbursement of actual travel expenses in excess of the prescribed rate (1) Original Copy	Applicant / Client
Remarks: *Hotel room with Official Receipt (Certification/Affidavit of Loss shall not be considered as replacement for hotel/lodging bills and receipts)*	
Sub Requirement	
B.e.6.E.A. Approval by the President	
B.e.6.E.B. Certification from the Head of Agency that it is absolutely necessary	
C. FUND TRANSFERS TO NON-GOVERNMENT ORGANIZATIONS/PEOPLE'S ORGANIZATIONS (NGOs/POs)	
Sub Situational Requirement/s	
C.a. TRANSFER OF FUNDS	
C.a.1. Duly approved schedule of Fund released to NGO/PO/CSO (1) Original Copy	Applicant / Client
C.a.2. Approved Summary of the Budgetary Requirements (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service
Remarks: *detailing the items of expenditure/disbursement to be incurred in the program/project*	
C.a.3. Performance Security for infrastructure project (1) Original Copy	Applicant / Client

C.a.4. Memorandum of Agreement (1) Photo Copy	Department of the Interior and Local Government - Agency/Office concerned
Remarks: *Executed by and between the Government Agency and the NGO/PO/CSO*	
C.a.5. Certificate of Registration (1) Original Copy	Department of the Interior and Local Government - Agency concerned
Remarks: *with the concerned government agencies, i.e. SEC, CDA or DOLE*	
C.a.6. Document showing that the NGO/PO/CSO has equity equivalent to 20% of the total project cost (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project*	
C.a.7. Receipt issued by the NGOs/POs/CSOs to the Source Agency acknowledging receipt of funds transferred *Any of the following:*	
C.a.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
C.a.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.a.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
C.a.8. Certification from the Accountant of the Source Agency (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *that the previous fund transfer had been liquidated and accounted for in the books (staggered release)*	
C.b. LIQUIDATION OF FUNDS RELEASED	

C.b.1. Report of Advice to Debit Account Issued and/or Report of Cash Disbursements (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division/Cash Section
C.b.2. Interim or Final Fund Utilization Report indicating summary of expenses and status of report of accomplishments (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *certified by Chief Accountant and approved by President/Chairperson of the NGO/PO/CSO*	
C.b.3. Receipts from granting Government agency in case return of any unutilized/excess amount of cash advance including interest if any *Any of the following:*	
C.b.3.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.b.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.b.3.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.b.3.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
C.b.4. Inspection Report and Certificate of Project Completion (1) Original Copy	Applicant / Client
Remarks: *Issued by the Government Agency's authorized representative.*	
C.b.5. List of equipment/vehicles procured out of the project funds (1) Original Copy	Applicant / Client
Remarks: *indicating its brief description, date acquired, acquisition cost and final disposition*	
C.b.6. Warranty for procured equipment and projects (1) Original Copy	Applicant / Client

C.b.7. Pictures of implemented projects (1) Original Copy Or (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.b.8. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.b.9. Proof of verification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the GO official of the validity of the documents submitted by the NGO/PO*	
C.b.10. Vouchers Paid (1) Photo Copy	Applicant / Client
Remarks: *In case of dissolution of the recipient NGO/PO/CSO, in addition to the OR/eOR/AR or equivalent acknowledging return of unutilized amount*	
C.c. IMPLEMENTATION AND LIQUIDATION OF FUNDS RELEASED	
C.c.1. Final fund utilization report (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *Indicating the summary of expenses and the status report of accomplishments certified by the accountant, approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the GO*	
C.c.2. Pictures of implemented projects (1) Original Copy Or (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.c.3. Inspection Report and Certificate of Project Completion (1) Original Copy	Applicant / Client

Remarks: *issued by Government Agency;s authorized representative*	
C.c.4. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.c.5. Proof of verification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the GO official of the validity of the documents submitted by the NGO/PO*	
C.c.6. Receipts from granting Government agency in case return of any unutilized/excess amount of cash advance including interest if any *Any of the following:*	
C.c.6.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.c.6.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.c.6.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.c.6.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
C.c.7. List of equipment/vehicles procured out of the project funds (1) Original Copy	Applicant / Client
Remarks: *indicating its brief description, date acquired, acquisition cost and final disposition*	
C.c.8. Warranty for procured equipment and projects	Applicant / Client

(1) Original Copy	
C.c.9. Liquidation Report (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.c.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.d. STAGGERED RELEASE OF FUNDS TO NGO/PO	
C.d.1. Duly approved Schedule of Fund Release to NGO/PO (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.d.2. Interim Fund Utilization Report on the previous release (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *certified by the NGO/PO's Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures*	
C.d.3. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.d.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D. FUND TRANSFERS TO IMPLEMENTING AGENCY	
Sub Situational Requirement/s	
D.a. TRANSFER OF FUND: SOURCE AGENCY	
D.a.1. Duly signed MOA/Trust Agreement or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

D.a.2. Approved Program of Work (for infrastructure project) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.a.3. Approved Project Expenditures or Estimated Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the project objective and expected output (for projects other than infrastructure)*	
D.a.4. For GCs/GFIs, Board Resolution ratifying the MOA (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *In case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head*	
D.a.5. For local government units (LGUs) authorization by local Sanggunian for the Local Chief Executive to enter into contract *Any of the following:*	
D.a.5.A. Re-enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget*	
---- OR ----	
D.a.5.B. Regularly enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges*	
D.a.6. Certification by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

Remarks: *Certification that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books*	
D.a.7. Receipts issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) *Any of the following:*	
D.a.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.a.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
D.a.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.a.7.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
---- OR ----	
D.a.7.E. Acknowledgement Receipt (1) Original Copy	Applicant / Client
D.b. TRANSFER OF FUND: SOURCE AGENCY	
D.b.1. Duly signed MOA/Trust Agreement or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.b.2. Approved Program of Work (for infrastructure project) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.b.3. Approved Project Expenditures or Estimated Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the project objective and expected output (for projects other than infrastructure)*	
D.b.4. For GCs/GFIs, Board Resolution ratifying the MOA (1) Original Copy	Department of the Interior and Local Government - Office concerned

Remarks: *In case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head*	
D.b.5. For local government units (LGUs) authorization by local Sanggunian for the Local Chief Executive to enter into contract *Any of the following:*	
D.b.5.A. Re-enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget*	
---- OR ----	
D.b.5.B. Regularly enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges*	
D.b.6. Certification by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *Certification that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books*	
D.b.7. Receipts issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) *Any of the following:*	
D.b.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	

D.b.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.7.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
---- OR ----	
D.b.7.E. Acknowledgement Receipt (1) Original Copy	Applicant / Client
D.b.8. Receipts from Implementing Agency if transfer of funds is thru List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) *Any of the following:*	
D.b.8.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.8.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
D.b.8.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.8.D. Report of Advice to Debit Account Issued (1) Original Copy	Department of Interior and Local Government - Administrative Service/General Services Division/Cash Section
D.b.9. Acknowledgement Receipt for those recipients of research fund (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Services Division/Cash Section
D.b.10. Transfer Certificate Title of the land and Certification from IA (1) Photo Copy	Applicant / Client
Remarks: *Certification that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way*	
D.b.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

E. LIQUIDATION OF FUNDS TRANSFERRED	
Sub Situational Requirement/s	
E.a. IMPLEMENTING AGENCY	
E.a.1. Duly signed MOA/Trust Agreement/Terms of Reference or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.a.2. Cash Reports *Any of the following:*	
E.a.2.A. Reports of Checks Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.B. Report of Advice to Debit Account Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.C. Report of Cash Disbursements (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.D. Supporting documents (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
Remarks: *documents duly Certified Correct by the Chief Accountant and approved by the Agency Head*	
E.a.3. Receipts issued by Source Agency evidencing refund of unexpected/unutilized balance of fund transfer *Any of the following:*	
E.a.3.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.a.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.a.3.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client

E.a.4. Status of Project/Program/Activity Accomplishment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.a.5. Inspection and Acceptance Report of research outputs of Completed (Research) Projects (1) Original Copy	Department of the Interior and Local Government - Administrative Office- GSD/GSS
Remarks: *Approved by the Agency Head and duly acknowledged by the SA*	
E.a.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.b. SOURCE AGENCY	
E.b.1. Approved Journal Entry Vouchers (1) Original Copy	Department of the Interior and Local Government - Administrative Services/GSD/Cash Section
Remarks: *Approved JEV of all transactions charged from the fund drawn by the Chief Accountant of the Implementing Agency*	
E.b.2. Cash Reports *Any of the following:*	
E.b.2.A. Reports of Checks Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.B. Report of Advice to Debit Account Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.C. Report of Cash Disbursements (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.D. Supporting documents (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section

Remarks: *documents duly Certified Correct by the Chief Accountant and approved by the Agency Head*	
E.b.3. Receipts issued upon receipt of funds transferred *Any of the following:*	
E.b.3.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.b.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.b.3.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
E.b.4. Notices of Disallowances and subsequent audit decisions issued (1) Photo Copy	Commission on Audit - Issuance/Memo
E.b.5. Receipts issued by Source Agency evidencing refund of unexpected/unutilized balance of fund transfer *Any of the following:*	
E.b.5.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.b.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.b.5.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
E.b.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
F. FROM TRUST FUND TO THE GENERAL FUND FOR UNSPENT BALANCE/EXCESS AMOUNT	
Sub Situational Requirement/s	
F.a. IMPLEMENTING AGENCY	
F.a.1. Report of Receipt, Disbursement and Fund Balance (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

Remarks: *certified by the Chief Accountant and approved by the Head of the Agency*	
F.a.2. Contract *Any of the following:*	
F.a.2.A. Memorandum of Agreement (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
---- OR ----	
F.a.2.B. Trust Agreement (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
---- OR ----	
F.a.2.C. Memorandum of Understanding (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
F.a.3. Letter of Implementing Agency to Source Agency to transfer the unexpended balance to the General Fund (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust Agreement or Memorandum of Understanding*	
F.a.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
G. SALARY AND PERA	

Sub Situational Requirement/s	
G.a. INDIVIDUAL CLAIMS - FIRST SALARY AND PERA - FOR REGULAR EMPLOYEES	
G.a.1. Certificate of Appointment (1) Original Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
Remarks: *duly attested by the Civil Service Commission (CSC) or its equivalent*	
G.a.2. Assignment or Reassignment *Any of the following:*	
G.a.2.A. Assignment Order (1) Original Copy	Department of the Interior and Local Government - Personnel Division
---- OR ----	
G.a.2.B. Reassignment Order (1) Original Copy	Department of the Interior and Local Government - Personnel Division
Remarks: *if applicable*	
G.a.3. Oath of Office (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.a.4. Certificate of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
G.a.5. Statement of Assets, Liabilities and Net Worth (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
G.a.6. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
G.a.7. Bureau of Internal Revenue (BIR) withholding certificates (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

G.a.8. Payroll Information on New Employee (PINE) or any equivalent document (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
G.a.9. Authority from the claimant and identification documents (1) Original Copy	Department of the Interior and Local Government - Concerned personnel
Remarks: *if claimed by person other than the payee*	
G.b. ADDITIONAL REQUIREMENTS FOR TRANSFEREES (FROM ONE GOVERNMENT OFFICE TO ANOTHER)	
G.b.1. Clearance from money, property and legal accountabilities from the previous office (1) Original Copy	Applicant / Client
G.b.2. Last Salary *Any of the following:*	
G.b.2.A. Paid Disbursement Voucher of last salary received (1) Certified True Copy	Applicant / Client
---- OR ----	
G.b.2.B. Breakdown of last salary received and remittance of statutory deductions from previous office (1) Certified True Copy	Applicant / Client
Remarks: *Certification by the Chief Accountant*	
G.b.3. Certificate of Leave Credits (1) Original Copy	Applicant / Client
G.b.4. Service Record (1) Original Copy	Applicant / Client
G.b.5. BIR Certificate of Compensation Payment/Tax Withheld (1) Original Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
G.b.6. Approved/paid Home Development Mutual Fund (HDMF) (1) Original Copy	Applicant / Client
G.b.7. Philhealth Forms (1) Original Copy	Applicant / Client
G.b.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
G.c. FOR CONTRACT OF SERVICE AND JOB ORDER WORKERS	
G.c.1. Approved Contract (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.3. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.4. Bureau of Internal Revenue (BIR) withholding certificates (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
G.d. SALARY AND PERA (IF DELETED FROM THE PAYROLL)	
G.d.1. Approved Contract (1) Certified True Copy	Department of the Interior and Local Government - Personnel Division
G.d.2. Notice of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.d.3. Approved Application for Leave (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Clearances, and Medical Certificate, if on sick leave for five (5) days or more and clearance,* *if on leave for 30 days or more*	
G.d.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H. SALARY AND PERA OF CASUAL/CONTRACTUAL PERSONNEL, CHARGED TO PERSONNEL SERVICES	
Sub Situational Requirement/s	

H.a. FOR ACCREDITED AGENCIES BY THE CSC (FOR FIRST CLAIM)	
H.a.1. Pertinent Contract/Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.a.2. Report of Personnel Action (ROPA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Pertinent Contract/Appointment marked received by the CSC*	
H.b. FOR OTHER AGENCIES (FOR FIRST CLAIM)	
H.b.1. Pertinent Contract/Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Marked received by the CSC*	
H.b.2. Certification by the Local Chief Executive (LCE) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in the case of LGUs, that the employment/hiring is still within the Personal Services (PS) limitation*	
H.b.3. Certification by the LCE/Personnel Officer (1) Original Copy	Applicant / Client
Remarks: *that the activities and services cannot be provided by regular or permanent personnel of the agency (for first claim)*	
H.b.4. Duly Approved Accomplishment Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.b.5. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division

H.b.6. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
Remarks: *for first claim*	
H.b.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.c. SALARY DIFFERENTIAL DUE TO PROMOTION AND/OR STEP INCREMENT	
H.c.1. Due to Promotion *Any of the following:*	
H.c.1.A. Approved Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.c.1.B. Certificate of Assumption to Duty (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.c.2. Notice of Salary Adjustment (NOSA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for step increment/salary increase*	
H.c.3. Approved Daily Time Record *Any of the following:*	
H.c.3.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.c.3.B. Certification that the Employee has not Incurred leave without pay (1) Original Copy	Department of the Interior and Local Government - Approved Daily Time Record

H.c.4. Certification by the Local Chief Executive (LCE) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in the case of LGUs, that the promotion/step increment is still within the Personal Services (PS) limitation*	
H.d. LAST SALARY AND PERA	
H.d.1. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
H.d.2. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.d.3. Authority to Deduct Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *if any*	
H.d.4. Certification of Available Leave Credits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.e. SALARY AND PERA DUE TO HEIRS OF DECEASED EMPLOYEE	
H.e.1. Death Certificate *Any of the following:*	
H.e.1.A. Death Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
---- OR ----	
H.e.1.B. Court Declaration (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *in case of presumptive death or any evidence of circumstances of death, whichever applicable.*	

H.e.2. Marriage Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *if applicable*	
H.e.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *of surviving legal heirs.*	
H.e.4. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *if applicable*	
H.e.5. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
H.e.6. Affidavit of two (2) disinterested parties (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage.*	
H.e.7. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.e.8. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.e.9. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.f. SALARY AND PERA DURING MATERNITY LEAVE	

H.f.1. Approved Maternity Leave Application (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.f.2. Maternity Leave Clearance (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.f.3. Medical Certificate (1) Original Copy	Applicant / Client
Remarks: *for maternity leave*	
H.f.4. Certification as Solo Parent (1) Original Copy	Department of Social Welfare and Development - Bureau/Service/Office concerned
Remarks: *for additional 15 days paid leave*	
H.g. ADDITIONAL REQUIREMENTS FOR UNUSED MATERNITY LEAVE (UPON ASSUMPTION BEFORE THE EXPIRATION OF THE 105-DAY MATERNITY LEAVE)	
H.g.1. Medical Certificate (1) Original Copy	Applicant / Client
Remarks: *that the employee is physically fit to work*	
H.g.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.g.3. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.g.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h. GENERAL CLAIMS THROUGH AUTOMATED TELLER MACHINE (ATM) FOR SALARY AND PERA	

H.h.1. Approved Salary Payroll (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h.3. Letter to Bank (1) Original Copy	Applicant / Client
Remarks: *to credit employee's account of their salaries or other claims stamped "Received" by the Bank.*	
H.h.4. Validated Deposit Slips/LDDAP-ADA (1) Photo Copy	Applicant / Client
H.h.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.i. PERA DURING FIRST SALARY	
H.i.1. Duly approved Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.2. Assignment Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.3. Oath of Office (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.4. Certificate of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.5. Statement of Assets, Liabilities and Net Worth (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.6. Approved DTR (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
H.i.7. BIR Forms 1902 (1) Original Copy	Applicant / Client
H.i.8. BIR Forms 2305 (1) Original Copy	Applicant / Client
H.i.9. Payroll Information on New Employee (1) Original Copy	Applicant / Client
H.i.10. Authority from the claimant and identification documents (1) Original Copy	Applicant / Client
Remarks: *if claimed by person other than the payee*	
H.j. ADDITIONAL REQUIREMENTS FOR TRANSFEREES (FROM ONE GOVERNMENT OFFICE TO ANOTHER)	
H.j.1. Clearance from money, property and legal accountabilities from the previous office (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
H.j.2. Voucher of Last Salary *Any of the following:*	
H.j.2.A. Pre-audited disbursement voucher of last salary (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *from previous agency duly verified by the assigned auditor thereat*	
---- OR ----	
H.j.2.B. Certification by the Chief Accountant of last salary received from previous office (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *duly verified by the assigned auditor thereat*	
---- OR ----	
H.j.2.C. BIR Form 2316 (1) Original Copy	Bureau of Internal Revenue - -
Remarks:	

Certificate of Compensation Payment/Tax Withheld	
---- OR ----	
H.j.2.D. Certificate of Available Leave Credits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.j.2.E. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.j.2.F. Other supporting document/s (1) Original Copy	Applicant / Client
H.k. PERA (IF DELETED FROM THE PAYROLL)	
H.k.1. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.k.2. Notice of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.k.3. Approved Application for Leave, Clearances, and Medical certificate (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *If on sick leave for five days or more*	
H.k.4. Other supporting document/s (1) Original Copy	Applicant / Client
H.l. PERA DUE TO HEIRS OF DECEASED EMPLOYEE	
H.l.1. Clearance from money, property and legal accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.l.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

H.l.3. Death Certificate authenticated by National Statistics Office (NSO)/Philippine Statistics Authority (PSA) (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
H.l.4. Marriage Contract authenticated by PSA, if applicable (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
H.l.5. Birth Certificates of surviving legal heirs authenticated by PSA (1) Original Copy	Philippine Statistics Office - Any PSA Branch
H.l.6. Designation of next-of-kin (1) Original Copy	Applicant / Client
H.l.7. Waiver of right of children 18 years old and above (1) Original Copy	Philippine Statistics Office - Any PSA Branch
H.l.8. Other supporting document/s: (1) Original Copy	Applicant / Client
H.m. PERA (MATERNITY LEAVE)	
H.m.1. Approved application for leave (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.m.2. Certified true copy of maternity leave clearance (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.m.3. Medical certificate for maternity leave (1) Original Copy	Applicant / Client
H.n. ADDITIONAL REQUIREMENTS FOR UNUSED MATERNITY LEAVE (UPON ASSUMPTION BEFORE THE EXPIRATION OF THE 105-DAY MATERNITY LEAVE)	
H.n.1. Medical certificate that the employee is physically fit to work (1) Original Copy	Applicant / Client
H.n.2. Certificate of assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.n.3. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.n.4. Other supporting document/s: (1) Original Copy	Applicant / Client
H.o. GENERAL CLAIMS THROUGH AUTOMATED TELLER MACHINE (ATM)	

H.o.1. PERA Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
H.o.2. Payroll register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.o.3. Letter to the Bank to credit employee's account of their salaries or other claims (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.o.4. Validated deposit slips (1) Original Copy	Applicant / Client
H.o.5. Other supporting document/s: (1) Original Copy	Applicant / Client
H.p. PERA OF CASUAL/CONTRACTUAL PERSONNEL FOR ACCREDITED AGENCIES BY THE CSC (FOR FIRST CLAIM)	
H.p.1. Pertinent contract/appointment/job order (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.p.2. ROPA of the pertinent contract/appointment marked received by the CSC (1) Photo Copy	Civil Service Commission -
H.p.3. FOR OTHER AGENCIES* Pertinent contract/appointment/job order marked received by the CSC CLAIM (1) Certified True Copy	Civil Service Commission -
H.p.4. Certification by the Local Chief Executive (LCE) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in the case of LGUs, that the employment/hiring is still within the Personal Services (PS) limitation prescribed under Section 325(a) of RA No. 7160*	
H.p.5. Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.p.6. Accomplishment Report (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
H.p.7. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.p.8. Other supporting document/s: (1) Original Copy	Applicant / Client
H.q. PERA ON LAST SALARY	
H.q.1. Clearance from money, property and legal accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.q.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.q.3. Other supporting document/s: (1) Original Copy	Applicant / Client
I. ALLOWANCES, HONORARIA AND OTHER FORMS OF COMPENSATION	
Sub Situational Requirement/s	
I.a. REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA) - FOR INDIVIDUAL CLAIMS	
I.a.1. Office Order/Appointment (1st payment) (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.2. Certificate of Assumption (1st payment) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.3. Certificate or evidence of service rendered or approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.4. Certification that the official/employee did not use government vehicle (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.5. Certification by the LCE (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

Remarks: *In case of LGUs, that the revised RATA rates is still within the PS limitation*	
I.a.6. Certification on the Actual Incurrence of RATA (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *For those with authorized monthly commutable representation and transportation allowance*	
I.a.7. Other supporting document/s: (1) Original Copy	Applicant / Client
I.b. FOR GENERAL CLAIMS	
I.b.1. RATA Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.b.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.b.3. Letter to the Bank to credit employees' account of their RATA claims (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *If applicable stamped "Received" by the bank*	
I.b.4. Validated Deposit Slip/LDDAP-ADA (1) Original Copy	Bank -
Remarks: *If applicable*	
I.b.5. Other supporting document/s: (1) Original Copy	Applicant / Client
I.c. CLOTHING/UNIFORM ALLOWANCE - FOR INDIVIDUAL CLAIMS	
I.c.1. Certificate of Assumption (for new employee and those on leave without pay) (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
I.c.2. Certificate of Non-payment from previous agency, for transferees (1) Original Copy	Applicant / Client
I.d. CLOTHING/UNIFORM ALLOWANCE - FOR GENERAL CLAIMS	
I.d.1. Approved Clothing/Uniform Allowance Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.d.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.d.3. Letter to the bank to credit employees' account of their allowance (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.d.4. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.e. SUBSISTENCE, LAUNDRY AND QUARTERS ALLOWANCES - For Individual Claims	
I.e.1. Authority for entitlement to collect the benefit approved by the Agency Head (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.e.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.e.3. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Department of the Interior and Local Government - Legal Division
I.f. SUBSISTENCE, LAUNDRY AND QUARTERS ALLOWANCES - For General Claims	
I.f.1. Payroll of personnel entitled to claim subsistence, laundry and quarters allowance (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.f.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

I.f.3. Letter to the bank to credit employees' account of their claims (1) Original Copy	Department of the Interior and Local Government - Legal Division
I.f.4. Other supporting document/s: (1) Original Copy	Applicant / Client
I.f.5. Validated deposit slips/LDDAP_ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.g. PRODUCTIVITY INCENTIVE BONUS (PIB) OR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI) - For Individual Claims	
I.g.1. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.g.2. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Department of the Interior and Local Government - Legal Office
I.g.3. Other supporting document/s: (1) Original Copy	Applicant / Client
I.h. PRODUCTIVITY INCENTIVE BONUS (PIB) OR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI) - For General Claims	
I.h.1. PIB/PEI Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.2. List of personnel dismissed within the year (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.3. List of personnel on Absent Without Official Leave (AWOL) (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.4. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.5. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.6. Letter to the Bank to credit employees' account their PIB/PEI claims	Department of the Interior and Local Government - Financial

(1) Original Copy	Management Service/Accounting Division
I.h.7. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Servicing bank -
I.h.8. Other supporting document/s: (1) Original Copy	Applicant / Client
I.i. REIMBURSEMENT OF HOSPITAL EXPENSES	
I.i.1. Duly approved Order of Adjudication (1) Original Copy	Bureau of Internal Revenue -
I.i.2. Committee Report/Evaluation (1) Original Copy	Department of the Interior and Local Government - Office concerned
I.i.3. Medical Abstract/Record (1) Original Copy	Applicant / Client
I.i.4. Affidavit of the applicant (1) Original Copy	Applicant / Client
I.i.5. Affidavit of two (2) disinterested persons (1) Original Copy	Applicant / Client
I.i.6. Summary of the hospital expenses (1) Original Copy	Applicant / Client
I.i.7. Statement of Account/Bill (1) Original Copy	Applicant / Client
I.i.8. Official Receipts (1) Original Copy	Applicant / Client
I.j. REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL EXPENSES	
I.j.1. Approved Appointment (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.j.2. Certificate of Assumption to Office (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.j.3. Official Receipts/eOR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Cash Division/Unit
I.k. SPECIAL COUNSEL ALLOWANCE	
I.k.1. Office Order/Designation/Letter of the OSG (1) Original Copy	Applicant / Client

Remarks: *deputizing the claimant to appear in court as special counsel.*	
I.k.2. Certificate of Appearance (1) Original Copy	Applicant / Client
Remarks: *issued by the Office of the Clerk of Court.*	
I.k.3. Certification (1) Original Copy	Applicant / Client
Remarks: *that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented.*	
I.k.4. Certification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriation Act (GAA) of the amount per month.*	
I.k.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.l. HONORARIA FOR PERSONNEL INVOLVED IN GOVERNMENT PROCUREMENT	
I.l.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *creating and designating the BAC composition and authorizing the members to collect honoraria.*	
I.l.2. Minutes of BAC Meeting (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section

I.l.3. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *to the winning bidder of procurement activity being claimed.*	
I.l.4. Certification (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *that the procurement involves competitive bidding.*	
I.l.5. Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *listing names of attendees to the BAC meeting.*	
I.l.6. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipients do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2025 and any future amendments thereof.*	
I.l.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.m. HONORARIA FOR TEACHING PERSONNEL (DEPARTMENT OF EDUCATION (DepEd), TESDA, SUCs AND OTHER EDUCATIONAL INSTITUTIONS	
I.m.1. Certification from the Registrar/Dean of College (1) Original Copy	State Universities and Colleges -

	Bureau/Service/Office concerned
Remarks: *that the load is in excess of the regular load or outside the regular office hours.*	
I.m.2. Schedule of Classes (1) Original Copy	State Universities and Colleges - Bureau/Service/Office concerned
Remarks: *indicating the designated teaching personnel.*	
I.m.3. Certificate *Any of the following:*	
I.m.3.A. Certificate of Actual Conduct of Classes (1) Original Copy	Applicant / Client
---- OR ----	
I.m.3.B. Accomplishment Report (1) Original Copy	Applicant / Client
I.m.4. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to Item 7.13.1, Chapter VII of the DBM Manual on Position Classification and Compensation*	
I.m.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.n. HONORARIA FOR GOVERNING BOARDS OF COLLEGIAL BODIES	
I.n.1. Appointment/Designation as member of the Board (1) Original Copy	Applicant / Client
I.n.2. Certification (1) Original Copy	Applicant / Client
Remarks: *that the claimant is not an appointee to a regular position in the governing board of the collegial body who receives salaries, regular allowances and other benefits*	

I.n.3. Minutes of Meeting (1) Original Copy	Applicant / Client
Remarks: *Certified by the Board of Secretary*	
I.n.4. Attendance Sheet (1) Original Copy	Applicant / Client
Remarks: *certified by the Board of Secretary*	
I.n.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC No. 2007-510 dated May 8, 2007 and any future amendments thereof*	
I.n.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o. HONORARIA FOR RESOURCE PERSONS,COORDINATORS AND FACILITATORS	
I.o.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *of their designation with authority to collect honorarium*	
I.o.2. Authority to Conduct the Training/Seminar and the participants (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.3. Course Outline/Program (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.4. Letter/Invitation (1) Photo Copy	Applicant / Client
Remarks:	

to Guest Resource Speaker/Persons (as accepted/conformed)	
I.o.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC no. 2007-001 dated April 23, 2007 and any future amendments thereof*	
I.o.6. Report/Certification of DILG Coordinator/Focal Person (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *on the accomplishments of the lecturer, resource person and facilitator indicating (1) name of the lecturer, resource person and facilitator, (2) the actual days/hours rendered and (3) the covered activity/topic module*	
I.o.7. Daily Time Record (DTR) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for facilitator*	
I.o.8. Approved Activity/Training Design (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.9. Curriculum Vitae (1) Original Copy	Applicant / Client
Remarks: *of the lecturer, resource person and facilitator*	
I.o.10. Attendance Sheet (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks:	

duly signed by the DILG Training Coordinator/Focal person, in case the attendees of the activity are more than 50 participants	
I.o.11. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly signed by the Head of Office, in case the activity needs two or more lecturers/resource persons in the same time slot/s*	
I.o.12. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p. SPECIAL PROJECTS	
I.p.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for the creation of the Special Project Team*	
I.p.2. Special Project Plan (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.3. Terms of Reference (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.4. Accomplishment Report/Certificate of Completion of Project Deliverables (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC no. 2007-001 dated April 23, 2007 and any future amendments thereof*	

I.p.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q. SCIENCE AND TECHNOLOGICAL ACTIVITIES	
I.q.1. Office Order *Any of the following:*	
I.q.1.A. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
I.q.1.B. Authority to Claim Honoraria (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q.2. Plan/Program of Activities with specific deliverables/project output (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q.3. Accomplishment Report/Certificate of completion of programmed activities (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *certified by manager/Head/proponent of the Special Project and to be approved by the Head of the Agency or his/her designated official*	
I.q.4. Certificate of Acceptance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *by the Agency Head of the deliverables/project output*	
I.q.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to Section 4.3 on honoraria rates of DBM-DOST Joint Circular No. 01, s.*	

2013 dated June 25, 2013 and any future amendments thereof.	
I.r. LONGEVITY PAY	
I.r.1. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.r.2. Certification issued by the Personnel Officer (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 15 days of vacation leave without pay*	
I.r.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.s. LOYALTY CASH AWARD/INCENTIVE/SERVICE RECOGNITION AWARD-FOR INDIVIDUAL CLAIMS	
I.s.1. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.s.2. Certification of non-payment from previous office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for transferees*	
I.s.3. Certification from the HRO/U (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition*	
I.t. FOR GENERAL CLAIMS	

I.t.1. Loyalty Cash Award/Incentive Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.t.2. Certification from the HRO/U (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition*	
I.t.3. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.t.4. Letter to the bank (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
Remarks: *requesting to credit employees' account of their claims*	
I.t.5. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.u. OVERTIME PAY	
I.u.1. Overtime Authority (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *stating the necessity and urgency of the work to be done, names of personnel, the purpose of the expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash*	
I.u.2. Overtime work program (1) Original Copy	Applicant / Client
I.u.3. Quantified Overtime Accomplishment (1) Original Copy	Applicant / Client
Remarks:	

duly signed by the employee and supervisor	
I.u.4. Approved Daily Time Record *Any of the following:*	
I.u.4.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.u.4.B. Certificate of Service (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.u.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.v. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	
I.v.1. Proof of eligibility to receive PRAISE award (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in accordance with CSC Memorandum Circular (MC) No. 01-2001 dated January 26, 2001 and any future amendments thereof*	
I.v.2. Approved Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
I.w. MID YEAR/YEAR-END BONUS (YEB) AND CASH GIFT (CG)-FOR INDIVIDUAL CLAIMS	
I.w.1. Clearance from Money, Property and Legal Accountabilites (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.w.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for new employee/transferee*	

I.w.3. Certification of non-payment from previous office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for transferees*	
I.w.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.x. GENERAL CLAIMS	
I.x.1. Payroll *Any of the following:*	
I.x.1.A. Bonus Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
---- OR ----	
I.x.1.B. CG Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.x.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.x.3. Letter to the Bank (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *to credit employees account of their Bonus and/or CG claims*	
I.x.4. Validated Deposit Slips (1) Photo Copy	Applicant / Client
I.x.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.y. HAZARD DUTY PAY	

I.y.1. Certification by the Secretary of DOST/DOH/DND/Director of PHILVOCS (1) Original Copy	Applicant / Client
Remarks: *that the place of assignment/travel is a strife-torn/embattled/disease-infested/distress or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcano activity or eruption*	
I.y.2. Time record/report *Any of the following:*	
I.y.2.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.y.2.B. Duly Accomplished Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.y.2.C. Travel Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.y.3. Special Order (1) Photo Copy	Applicant / Client
Remarks: *from the agency/department head covering the assignment to hazardous/difficult areas*	
I.y.4. Certification from DOST Secretary (1) Original Copy	Applicant / Client
Remarks: *For Non-DOST personnel, showing the degree of risk to hazards, actual exposure and rates*	
I.y.5. Certification from Chief Accountant (1) Original Copy	Applicant / Client

Remarks: *that the amounts received by the recipient/s are compliant with the rules and rates on hazard pay set under Item number 3 DBM-DOH Joint Circular No. 1, series of 2012 and DBM-DOH Joint Circular No. 1 series of 2013 and any future amendments thereof*	
I.z. RETIREMENT BENEFITS	
I.z.1. Updated Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *indicating the number of days on leave without pay and/or certification issued by the Human Resource Office/Unit (HRO/U) that the retiree did not incur any leave of absence without pay*	
I.z.2. Retirement Application (1) Original Copy	Applicant / Client
I.z.3. Office clearance from money/property accountability & administrative/criminal liability (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.4. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.5. Retirement Gratuity Computation (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.6. Certificate from the Office of the Ombudsman (1) Original Copy	Office of the Ombudsman - Bureau/Service/Office concerned
Remarks: *indicating whether or not the retiree has a pending criminal or administrative case*	
I.z.7. Affidavit of Undertaking with authority to deduct accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.8. Affidavit of Applicant (1) Original Copy	Applicant / Client
Remarks:	

that there is no pending criminal investigation or prosecution against him/her	
I.{. Additional requirements in case of resignation	
I.{.1. Employee's letter of resignation (1) Original Copy	Applicant / Client
Remarks: *duly accepted by the Agency Head*	
I.|. Additional requirements in case of death of claimant	
I.|.1. Death certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *authenticated by Philippine Statistics Authority (PSA)*	
I.|.2. Marriage Contract (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *issued by PSA*	
I.|.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *of all surviving legal heirs issued by PSA*	
I.|.4. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.|.5. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.|.6. Affidavit of two (2) disinterested parties (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage.*	
I.|.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.}. TERMINAL LEAVE BENEFITS	
I.}.1. Agency Clearance from money, property and legal accountability (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *from the Central Office and/or from Regional Office of last assignment*	
I.}.2. Ombudsman Clearance (1) Original Copy	Office of the Ombudsman - Bureau/Service/Office concerned
I.}.3. Employees Leave Card with Computed Leave Credits (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *as at last date of service by the Personnel Division/Unit/Office/Admin/Human Resources Office/Unit (HRO/U)*	
I.}.4. Approved Leave Application (1) Original Copy	Applicant / Client
I.}.5. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.}.6. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.}.7. Notice of Salary Adjustment (NOSA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks:	

showing the highest salary received if the salary under the last appointment is not the highest	
I.}.8. Computation of Terminal Leave Benefits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *duly signed/certified by the accountant*	
I.}.9. Applicant's Authorization (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *(in affidavit form) to deduct all financial obligations with the employer/agency/LGU*	
I.}.10. Affidavit of Applicant (1) Original Copy	Applicant / Client
Remarks: *that there is no pending criminal investigation or prosecution against him/her (RA No. 3019)*	
I.}.11. Employee's Letter of Resignation (1) Original Copy	Applicant / Client
Remarks: *In case of resignation, duly accepted by the Head of the Agency*	
I.~. Additional requirements in case of death of claimant	
I.~.1. Death Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.2. Marriage Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *of surviving legel heirs.*	
I.~.4. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.5. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.. MONETIZATION OF LEAVE CREDITS	
I..1. Approved Leave Application (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *with leave credit balance certified by the Human Resource Officer*	
I..2. Request for Monetization of Leave (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *covering more than 10 days duly approved by the Head of Agency*	
I.C. For monetization of 50 percent or more	
I.C.1. Clinical Abstract/Medical Procedures (1) Original Copy	Applicant / Client
Remarks: *to be undertaken in case of health, medical and hospital needs*	
I.C.2. Barangay Certificate (1) Original Copy	Applicant / Client
Remarks: *in case of need for financial assistance brought about by calamities, typhoons, fire, etc.*	

I.(.3. Justification on Financial Needs (1) Original Copy	Applicant / Client
Remarks: *for the education of employee or children*	
I.(.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.). COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE	
I.).1. Resolution (1) Original Copy	Department of the Interior and Local Government - Agency Union
Remarks: *signed by both parties incorporating the guidelines/criteria for granting CNA incentive*	
I.).2. Collective Negotiation Agreement (CNA) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.).3. Comparative statement of DBM approved level of operating expenses and actual operating expenses (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
I.).4. Proof of remittance to the National Treasury of its 50 percent dividends share or percentage (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *approved by the Department of Finance on the annual earnings for income-generating GCs/GFIs*	
I.).5. Certification issued by the Head of the Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement*	

I.).6. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.).7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J. OTHER EXPENDITURES	
Sub Situational Requirement/s	
J.a. UTILITY EXPENSES	
J.a.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
J.a.2. Receipt/Invoice *Any of the following:*	
J.a.2.A. Invoice/Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
J.a.2.B. Machine Validated Statement of Account/Bill (1) Original Copy	Applicant / Client
J.a.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.b. TELEPHONE/COMMUNICATION SERVICES	
J.b.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
J.b.2. Receipt/Invoice *Any of the following:*	
J.b.2.A. Invoice/Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
J.b.2.B. Machine Validated Statement of Account (1) Original Copy	Applicant / Client
---- OR ----	
J.b.2.C. Collection and Acknowledgment of Receipts (1) Original Copy	Applicant / Client
J.b.3. Certification by Agency Head (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
Remarks: *or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls*	
J.b.4. Authority from the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for entitlement to Mobile phone allowance*	
J.b.5. Certification from Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *and Property Officer that the employee was not issued a postpaid plan for mobile phone*	
J.b.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.c. EXTRAORDINARY AND MISCELLANEOUS EXPENSES	
J.c.1. Certification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provision of the GAA*	
J.c.2. Relevant Invoices/Receipts (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if the amount claims was spent for the purpose and in the amount exceeding the limit indicated in the provisions of the GAA*	

J.c.3. Minutes of Meeting (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if used for the purpose of meetings, seminars and conferences*	
J.c.4. Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.c.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K. PRISONER'S SUBSISTENCE ALLOWANCE	
Sub Situational Requirement/s	
K.a. By administration thru cash advance- Grant of Cash Advance	
K.a.1. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Jail Warden/Superintendent*	
K.a.2. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.b. Liquidation of Cash Advance	
K.b.1. Menu (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
K.b.2. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks:	

duly certified by the Jail Warden/Superintendent	
K.b.3. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.b.4. Summary of Committed and Released Inmates (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis duly signed by the Jail Warden/Superintendent*	
K.b.5. Certificate of Discharge (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis, if there is any, duly signed by the Jail Warden/Superintendent and other responsible officials*	
K.b.6. Report of Disbursement (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly supported with necessary documents depending on the nature of expenses*	
K.c. By Catering Contract	
K.c.1. Contract/Agreement *Any of the following:*	
K.c.1.A. Catering Contract Agreement (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
---- OR ----	
K.c.1.B. Memorandum of Agreement (MOA) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
K.c.2. Menu (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned

K.c.3. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Jail Warden/Superintendent*	
K.c.4. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.c.5. Summary of Committed and Released Inmates (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis duly signed by the Jail Warden/Superintendent and other responsible officials*	
K.c.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.d. ALL TYPES OF PROCUREMENT THROUGH PUBLIC BIDDING	
K.d.1. Approved Annual Procurement Plan(APP) and any amendment thereto (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Procurement Section
K.d.2. Approved Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *submitted to COA 5 days from its execution, supported by the ff:*	
Sub Requirement	
K.d.2.A. Invitation to Apply for Eligibility to Bid	
K.d.2.B. Letter of Intent	
K.d.2.C. Results of Eligibility Check/Screening	
K.d.2.D. Bidding Documents	

K.d.2.D.1. Bidding Documents (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *which include a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods and rental and repair contracts, and Terms of Reference (TOR) for consultancy services*	
K.d.2.E. Minutes of Pre-bid Conference, (ABC of 1M and above)	
K.d.2.F. Agenda and/or Supplemental Bulletins	
K.d.2.G. Bidder's Technical and Financial Proposals	
K.d.2.H. Minutes of Bid Opening	
K.d.2.I. Abstract of Bids	
K.d.2.J. Post-Qualification Report of TWG	
K.d.2.K. BAC Resolution declaring winning bidder	
K.d.2.L. Notice of Post Qualification	
K.d.2.M. BAC Resolution	
K.d.2.M.1. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending approval by the HOPE of the Resolution of the BAC recommending award of contract*	
K.d.2.N. Notice of Award	
K.d.2.O. Performance Security	
K.d.2.P. Program of Work and Detailed Estimates	
K.d.2.Q. Notice to Proceed	
K.d.2.Q.1. Notice to Proceed (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *indicating the date of receipt by the contractor*	
K.d.2.R. Detailed breakdown of the ABC	

K.d.2.S. Approved PERT/CPM Network Diagram and detailed computations of Contract Time	
K.d.2.T. Detailed Breakdown of the Contract Cost	
K.d.3. Advertisement of Invitation to Bid/Request for expression of interest (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
K.d.4. Documentary Requirements (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *under Sections 23.1 and 25.2b for infrastructure projects, 23.1 and 25.2a for goods, and 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184*	
K.d.5. Minutes of Pre-procurement Conference (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *for projects costing above 5M for infrastructure, and 1M and above for consulting services*	
K.d.6. Bid Evaluation Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.7. Ranking of short listed bidders for consulting services (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.8. Post Qualification Evaluation Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.9. Notice of Award, Notice to Proceed and Contract of Award in the PhilGEPS (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
K.d.10. Board Resolution authorizing the LCE to enter into contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *for LGU's*	
K.d.11. Evidence of Invitation of three observers in all stages of the procurement process (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.d.12. Request for purchase or requisition of supplies, materials, and equipment duly approved by proper authorities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.13. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.e. INFRASTRUCTURE - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.e.1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.e.2. Common to progress/final payments (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
K.e.2.A. Statement of Work Accomplished/Progress Billing	
K.e.2.B. Inspection Report by the Agency's Authorized Engineer	
K.e.2.C. Results of Test Analysis, if applicable	
K.e.2.D. Statement of Time Elapsed	
K.e.2.E. Monthly Certificate of Payment	
K.e.2.F. Contractor's Affidavit on payment of laborers and materials	
K.e.2.G. Pictures, before, during and after construction of items of work especially the embedded items	
K.e.2.H. Photocopy of vouchers of all previous payments	
K.e.2.I. Certificate of completion	
K.e.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.f. ADVANCE PAYMENT FOR MOBILIZATION COST - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.f.1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (1) Original Copy	Applicant / Client
K.f.2. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.f.3. Notice to Proceed (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.f.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.g. VARIATION ORDER/ CHANGE ORDER/EXTRAWORK ORDER - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.g.1. Approved Variation Order/ Change Order/ Extra Work Order (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.g.2. Approved Original Plans (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the affected portions of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded*	
K.g.3. Agency's Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *establishing the necessity/justifications for the need of such CO and/or EWO which shall include (a) Computation as to quantities of the addt'l works involved per item indicating the specific stations where such works are needed (b) date of inspection conducted andthe results (c) detailed estimate of the unit cost of such items of work for new unit costs includingthose expressed in volume/area/lump-sum lot*	
K.g.4. Approved/Revised PERT/CPM Network Diagram (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *shall be color coded reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations*	
K.g.5. COA Technical Evaluation Report for the original contract (1) Photo Copy	Commission on Audit - Bureau/Service/Office concerned

K.g.6. If the variation order to be reviewed is not the 1stvariation order, all the above requirements for all the previously approved variation orders, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report of the previously approved Variation Orders (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
K.g.7. Additional Performance Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in the prescribed form and amount if variation order exceeds 10% of the original contract cost*	
K.g.8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h. PROGRESS PAYMENT - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.h.1. Statement of Work Accomplished (SWA) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.2. Progress Billing Statement (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.3. Inspection Report by the Agency's Authorized Engineer (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.4. Results of Test Analysis (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *of applicable*	
K.h.5. Contractor's Affidavit (1) Original Copy	Department of the Interior and Local Governmentv - Bureau/Service/Office concerned
Remarks:	

on payment of laborers and materials	
K.h.6. Pictures/Geotagged Photos (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *before, during and after construction of items of work especially the embedded items*	
K.h.7. Certificate of Percentage of Completion (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i. FINAL PAYMENT	
K.i.1. As-Built Plans (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.2. Final Statement of Work Accomplished (SWA) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.3. Warranty Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.4. Certificate of Completion (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.5. Turn-over documents/transfer of projects and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.6. Certificate of Acceptance by the Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

K.i.7. Final Inspection Report of the Agency's authorized Engineers and/or Inspectorate Team (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.8. Statement of Time Elapsed (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.9. Pictures/Geotagged Photos (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *before, during and after construction of items of work especially the embedded items*	
K.i.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.j. RELEASE OF RETENTION MONEY	
K.j.1. Warranty Security (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand*	
K.j.2. Certification from the end-user (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *that the project is completed, inspected and accepted*	
K.j.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k. CONSULTING SERVICES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.k.1. Curriculum vitae of the consultant (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
K.k.2. Terms of Reference/Contract (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for first payment*	
K.k.3. Approved Consultancy Progress/Final Reports, and/or output required under the contract (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k.4. Progress/Final Billing (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k.5. Contract of Infrastructure Projects (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *subject of Project Management Consultancy Services*	
K.k.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.l. SUPPLIES, MATERIALS, EQUIPMENT AND MOTOR VEHICLE - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.l.1. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
K.l.2. Dealers/Suppliers' Invoices (1) Original Copy	Applicant / Client
Remarks: *showing the quantity, description of the articles, unit and total value duly signed by the dealer or his authorized representative*	
K.l.3. Results of Test Analysis (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
Remarks: *if applicable*	
K.l.4. Tax receipts from the Bureau of Customs or the BIR (1) Original Copy	Bureau of Customs - Bureau of Internal Revenue
Remarks: *indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government*	
K.l.5. Delivery Receipt (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Remarks: *duly received*	
K.l.6. Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative*	
K.l.7. Property Acknowledgment Receipt (PAR) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Remarks: *for equipment*	
K.l.8. Warranty Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

Remarks: *for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies*	
K.l.9. Authority to Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in case of motor vehicles*	
K.l.10. For procurement of drugs and medicines (1) Original Copy	Food and Drug Administration - Bureau/Service/Office concerned
Sub Requirement	
K.l.10.A. Certificate of product registration from Food and Drug Administration (FDA)	
K.l.10.B. Certificate of good manufacturing practices from FDA	
K.l.10.C. Batch release certificate from FDA	
K.l.10.D. Certification	
K.l.10.D.1. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the manufacturer that the supplier is an authorized distributor/dealer of the product/items, If the supplier is not the manufacturer*	
K.l.10.E. License to Operate from FDA	
K.l.10.E.1. License to Operate from FDA (1) Original Copy	Food and Drug Administration - Bureau/Service/Office concerned
Remarks: *with List of Sources (whether it is a manufacturer, importer, seller or distributor)*	
K.l.10.F. Certification by the Medical Officer	
K.l.10.F.1. Certification by the Medical Officer (1) Original Copy	Applicant / Client
Remarks:	

that medicines and drugs requisitioned is included in the PNDF Current Edition	
K.l.10.G. Delivery Receipt/Invoice	
K.l.10.G.1. Delivery Receipt/Invoice (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *bearing Lot Nos. and Expiry Dates of the drugs and medicines*	
K.l.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.m. GENERAL SUPPORT SERVICES (JANITORIAL, SECURITY, MAINTENANCE, GARBAGE COLLECTION AND DISPOSAL AND SIMILAR SERVICES) - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.m.1. Performance Appraisal Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.m.2. Statement of Account *Any of the following:*	
K.m.2.A. Statement of Account (1) Original Copy	Applicant / Client
---- OR ----	
K.m.2.B. Contractor's Bill (1) Original Copy	Applicant / Client
K.m.3. Record of Attendance/Service (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.m.4. Proof of remittance to concerned government agencies (1) Original Copy	Applicant / Client
Remarks: *[BIR/Social Security System (SSS)/Pag-Ibig/PhilHealth]*	
K.m.5. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereo (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

K.n. RENTAL CONTRACTS FOR PROPERTY - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.n.1. List of prevailing comparable property within vicinity (1) Original Copy	Applicant / Client
Remarks: *for first claim*	
K.n.2. Vicinity Map (1) Original Copy	Applicant / Client
Remarks: *for first claim*	
K.n.3. Bill/Invoices (1) Original Copy	Applicant / Client
K.n.4. Certificate of Occupancy (1) Original Copy	Applicant / Client
Remarks: *(space/building) for first claim*	
K.n.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.o. REPAIR AND MAINTENANCE OF AIRCRAFT, WATERCRAFTS, EQUIPMENT AND MOTOR VEHICLES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.o.1. Bills/Invoices (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.2. Pre-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.3. Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.4. Repair History of Property (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.5. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.o.6. Warranty Certificate (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.7. Certificate of Acceptance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.o.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L. PROCUREMENT THROUGH ALTERNATIVE MODES	
Sub Situational Requirement/s	
L.a. PROCUREMENT THROUGH LIMITED SOURCE BIDDING	
L.a.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.2. Proof of posting of invitation *Any of the following:*	
L.a.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.a.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.a.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.a.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
L.a.7. Request for purchase *Any of the following:*	
L.a.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.a.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.a.8. Delivery Invoice (1) Original Copy	Applicant / Client
L.a.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.10. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.11. Sword affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.12. Direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributor with known experience and proven capability on the requirements of the particular contract (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
L.a.13. Winning Bidder's Offer or Proposal (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.14. Abstract of Bids (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Remarks: *showing the most responsive and complying bidder from among the other bidders who participated*	
L.a.15. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.16. Documentary requirements under Sections 23.1 and 25.2b for infrastructure projects, 23.1 and 25.2a for goods, and 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184 (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.a.17. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review an in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.a.18. Bid security (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.19. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.b. PROCUREMENT THROUGH DIRECT CONTRACTING	
L.b.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.2. Proof of posting of invitation *Any of the following:*	
L.b.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.b.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.b.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.b.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.b.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.7. Request for purchase *Any of the following:*	
L.b.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.b.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.b.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.b.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.b.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	
L.b.13. Letter to selected manufactures/supplier/distributor to submit a price quotation and conditions of sale (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
L.b.14. Certificate of Exclusive Distributorship (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *issued by the principal*	
L.b.15. Certification form the agency's authorized official (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantage to the government*	
L.b.16. Certification of the BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of procurement at critical plant components and/or to maintain certain standards*	
L.b.17. Study/Survey (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks:	

done to determine the there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantage to the government	
L.b.18. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review an in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.19. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.c. PROCUREMENT THROUGH REPEAT ORDER	
L.c.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.2. Proof of posting of invitation *Any of the following:*	
L.c.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.c.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.c.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.c.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.7. Request for purchase	

Any of the following:	
L.c.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.c.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.c.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.c.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	
L.c.13. Original contract used as basis for repeat order indicating that it was awarded thru public bidding	Department of the Interior and Local Government -

(1) Photo Copy	Administrative Service
L.c.14. Certification from the Purchasing Dept/Office (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that the supplier has complied with all requirements under the original contract*	
L.c.15. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.d. PROCUREMENT THROUGH SHOPPING	
L.d.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.2. Proof of posting of invitation *Any of the following:*	
L.d.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.d.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.d.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.d.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.d.7. Request for purchase *Any of the following:*	
L.d.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.d.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.d.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.d.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	

L.d.13. Price Quotations (1) Original Copy	Applicant / Client
Remarks: *from at least three bonafide and reputable manufacturers/suppliers/ distributors*	
L.d.14. Abstract of Canvass (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.15. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.e. NEGOTIATED PROCUREMENT	
L.e.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.2. Proof of posting of invitation *Any of the following:*	
L.e.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.e.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.e.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.e.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.e.7. Request for purchase *Any of the following:*	
L.e.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.e.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.e.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.e.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	

L.f. IN CASE OF TWO FAILED BIDDINGS, EMERGENCY CASES, TAKE-OVER OF CONTRACT AND SMALL VVALUE PROCUREMENT	
L.f.1. Price Quotation/Bids/Final Offers (1) Original Copy	Applicant / Client
Remarks: *from at least be three invited suppliers*	
L.f.2. Abstract of submitted Price Quotation (1) Original Copy	Applicant / Client
L.f.3. BAC Resolution (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending award of contract to Lowest Calculated Responsive Bid*	
L.g. IN CASE OF TWO FAILED BIDDINGS	
L.g.1. Agency's offer for negotiations with selected suppliers, contractors or consultants (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.g.2. Certification of BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *on the failure of competitive bidding for the second time*	
L.g.3. Evidence of invitation of observers in all stages of the negotiation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.g.4. Eligibility documents in case of infrastructure projects (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.h. IN EMERGENCY CASES	
L.h.1. Justification as to the necessity of purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.i. IN CASE OF TAKE-OVER OF CONTRACTS	
L.i.1. Terminated Contract (1) Photo Copy	Department of the Interior and Local Government - Administrative Service

L.i.2. Reasons for the Termination (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.i.3. Negotiation document with the second lowest calculated bidder or the third lowest calculated bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors*	
L.i.4. Approval by the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.j. IN CASE OF SMALL VALUE PROCUREMENT	
L.j.1. Letter/Invitation to submit proposals (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.k. FOR ADJACENT OR CONTIGUOUS PROJECTS	
L.k.1. Original Contract and any Document (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *indicating that the same resulted from competitive bidding*	
L.k.2. Scope of Work (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *which should be related or similar to the scope of work of the original contract*	
L.k.3. Latest Accomplishment Report of the Original Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *showing that there was no negative slippage/delay*	
L.k.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
L.l. ADVERTISING EXPENSES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
L.l.1. Contract *Any of the following:*	
L.l.1.A. Job Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.l.1.B. Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.l.2. Bill/Statement of Account (1) Original Copy	Applicant / Client
L.l.3. Evidencing Publication *Any of the following:*	
L.l.3.A. Newspaper Clippings/Evidencing Publication (1) Photo Copy	Applicant / Client
---- OR ----	
L.l.3.B. CD in case of TV/Radio commercial (1) Electronic Copy	Applicant / Client
L.l.4. Approved Agency Media Plan (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *if any*	
L.l.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.m. FOR PROCUREMENT THROUGH AUTOMATIC DEBIT ARRANGEMENT (ADA) OR DIRECT PAYMENT	
L.m.1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.m.2. Letter request from the Head of the Agency to the Bank to pay/credit the account of the supplier (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.m.3. Confirmation from the Bank (1) Original Copy	Applicant / Client
Remarks: *that the account of the supplier has already been credited (for post audit purposes)*	
L.m.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.n. CULTURAL AND ATHLETIC ACTIVITIES	
L.n.1. Budget estimates approved by the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Financial and Management Services
L.n.2. Office Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.n.3. Other requirement under procurement depending on the nature of expense and the mode of procurement adopted (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.n.4. Other supporting documents (1) Original Copy	Applicant / Client
M. HUMAN RESOURCE DEVELOPMENT AND TRAINING PROGRAM	
M.1. Budget estimates approved by the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
M.2. Schedule of Training (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *approved by the Head of the Agency*	
M.3. Statement of Account/Bills/Invoices (1) Original Copy	Applicant / Client
M.4. Official Receipts (1) Original Copy	Applicant / Client
M.5. Office Order/Terms of Reference (1) Original Copy	Department of the Interior and Local Government - Administrative Service

M.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
N. FINANCIAL EXPENSES	
N.1. Loan Agreements/Memorandum of Agreement (1) Original Copy	Applicant / Client
N.2. Statement of Account (1) Original Copy	Applicant / Client
N.3. Bank Debit memos (1) Original Copy	Applicant / Client
N.4. Certificate of full payment of loan (1) Original Copy	Applicant / Client
Remarks: *for final payment of loan amortization*	
N.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
O. LEGAL RETAINER'S FEE	
O.1. Notarized Retainers Contract (1) Original Copy	Department of the Interior and Local Government - Legal Service
Remarks: *not exceeding one year, between the concerned government agency and the private lawyer or law firm*	
O.2. Written approval of the OSG or the Office of the Government Corporate Counsel (OGCC) (1) Original Copy	Office of the Government Corporate Counsel - Bureau/Service/Office concerned
O.3. Board Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *authorizing the hiring of a private lawyer or law firm of the concerned government agency*	
O.4. Board Resolution (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Remarks: *authorizing the concerned government personnel/official to enter into a contract, if applicable*	
O.5. Certificate of Availability of Funds (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
Remarks: *duly verified by the Audit Team Leader*	
O.6. Written approval of COA (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
Remarks: *if not exempted under COA Circular No. 2021-003 dated July 16, 2021*	
P. ROAD RIGHT-OF-WAY (ROW)/REAL PROPERTY LAND	
P.1. Independent Appraisal Report (1) Certified True Copy	Applicant / Client
Remarks: *in accordance with RA No. 10752 and any future amendments thereof/Regional Committee Resolution indicating the valuation of the land*	
P.2. Applicable BIR Zonal Valuation (1) Certified True Copy	Applicant / Client
P.3. Authority/Agency Resolution to Purchase Land or Land Rights (1) Certified True Copy	Applicant / Client
Remarks: *indicating the approved/established valuations or BIR Zonal Valuations*	
P.4. Deed of Absolute Sale (1) Original Copy	Registry of Deeds - Bureau/Service/Office concerned
Remarks: *registered with the Register of Deeds where the land is located*	

P.5. Tax Clearance from Assessor's Office where the land is located (1) Certified True Copy	Applicant / Client
P.6. Certificate Authorizing Registration (CAR) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
P.7. Proof of payment of Capital Gains Tax (CGT) (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
P.8. Proof of payment of Documentary Stamp Tax (DST) (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
P.9. Proof of payment of Transfer Tax (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Sub Situational Requirement/s	
P.a. IF REGISTERED LAND	
P.b. IF WHOLE LOT IS ACQUIRED	
P.b.1. Transfer Certificate of Title (TCT) (1) Original Copy	Land Registration Authority - Bureau/Service/Office concerned
P.b.2. Certificate of Land Ownership Award/Original Certificate Title/Emancipation Patent (CLOA/OCT/EP) (1) Certified True Copy	Register of Deeds - Bureau/Service/Office concerned
P.b.3. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks: *certified as true copy by the Assessor's Office in the name of the procuring entity or previous owner depending on the provisions of the sale*	
P.c. IF PORTION OF LAND IS ACQUIRED	
P.c.1. Transfer Certificate of Title (TCT) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
P.c.2. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned

Remarks: *in the name of the procuring entity or previous owner with annotation of sale*	
P.d. IF UNREGISTERED LAND	
P.d.1. Tax Declaration (TD) (1) Certified True Copy	Applicant / Client
Remarks: *in the name of the procuring entity or previous owner with annotation of sale*	
P.d.2. Notarized Affidavit of Ownership (1) Original Copy	Applicant / Client
P.d.3. Certification from the City/Municipal Treasurer (1) Original Copy	Applicant / Client
Remarks: *that the claimant is the sole entity paying the taxes for the property for the past five years*	
P.d.4. Notarized joint affidavit of two adjoining landowners or Barangay/Local Officials concerned attesting to the ownership of the land (1) Original Copy	Applicant / Client
P.d.5. If claim for payment or amount of sale exceeds P50,000 (EO No. 1035), certified photocopy of Claimant's Surety/Indemnity Bond issued by any Insurance Company duly accredited by the Insurance Commission (1) Original Copy	Applicant / Client
P.e. FOR PAYMENT BY COURT DECISION	
P.e.1. Court Decision (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks: *registered with the Register of Deeds where the land is located including all annexes referred to in the Court Decision*	
P.e.2. Transfer Certificate of Title (TCT) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
P.e.3. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks:	

in the name of the procuring entity or previous owner with annotation of sale	
P.e.4. Entry of Judgment (1) Original Copy	Land Registration Authority - Bureau/Service/Office concerned
P.f. LOCATION OF THE PROPERTY AFFECTED BY THE PROJECT	
P.f.1. Parcillary Plan (1) Original Copy	Applicant / Client
P.f.2. Vicinity Plan (1) Original Copy	Applicant / Client
P.f.3. Subdivision Plan (1) Original Copy	Applicant / Client
Remarks: *if claim is for portion of lot*	
P.f.4. Approved Lot Plan (1) Original Copy	Applicant / Client
Q. STRUCTURE/HOUSE	
Q.1. Approved and Notarized Agreement to Demolish and Remove Improvements (ADRI) / Notarized voluntary undertaking to vacate the project area (1) Original Copy	Municipal - Office Concerned
Q.2. Certificate of Total Demolition (1) Original Copy	Municipal - Office Concerned
Q.3. Computation of Replacement Cost (1) Original Copy	Applicant / Client
Remarks: *duly approved by implementing Office Director supported with current abstract of canvass of construction materials*	
Q.4. Sketch plan/drawing of house/structure (1) Original Copy	Applicant / Client
Q.5. Map showing the location of the structure/house in the project-affected area (1) Original Copy	Municipal - Office Concerned
Q.6. Title (TCT/OCT or CLOA/EP) and TD of land where the house/ structure is erected (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Q.7. Notarized landowner's waiver of right/quitclaim to affected houses/structures or establishments	Applicant / Client

(1) Original Copy	
Remarks: *if payments will be made to claimants other than the owner*	
Q.8. Notarized affidavit of ownership with Waiver Right/Quitclaim to affected house/structure (1) Original Copy	Applicant / Client
Q.9. Owner's identification (ID) (1) Photo Copy	Applicant / Client
Q.10. Residence Certificate (1) Original Copy	Barangay - Office Concerned
Q.11. Barangay Clearance (1) Original Copy	Barangay - Office Concerned
Q.12. Masterlist of Project-Affected-Persons (PAPs) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *indicating the names of affected house/structure owners approved by authorized personnel*	
Q.13. Pictures of the Structures (1) Original Copy	Applicant / Client
Remarks: *before, during and after the demolition*	
R. IMPROVEMENTS (TREES, PLANTS, GROWING FRUITS, ETC.)	
R.1. Permit issued by the Department of Environment and Natural Resources (DENR) to cut plants, forest trees and fruit bearing trees on areas affected by the project. (1) Original Copy	Department of Environment and Natural Resources - Bureau/Service/Office concerned
R.2. Affected Trees/Crops Inventory (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Agency's Project Committee/Authorized Officer and showing among others the following:* • *Lot number as indicated in the project plan and the owner* • *Number of Items, specifics classification, diameter, height* • *Owner of trees/plants/crops; and price*	

R.3. Quitclaim *Any of the following:*	
R.3.A. Quitclaim (1) Original Copy	Applicant / Client
---- OR ----	
R.3.B. Waiver issued by the lot owner (1) Original Copy	Applicant / Client
Remarks: *if he is not the claimant*	
R.4. Map/Sketch Plan (1) Original Copy	Applicant / Client
Remarks: *showing the location of the improvement in the project-affected area*	
R.5. Resolution/approval of valuation of damaged improvement (1) Original Copy	Municipal - Office Concerned
R.6. Copy of approved valuation of crops, plants and trees (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *issued by concerned government agency*	
R.7. Notarized Affidavit of Ownership with Right/Quitclaim to affected improvements (1) Original Copy	Municipal - Office Concerned
R.8. Latest updated Master list of PAPs approved by proper authorities (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Sub Situational Requirement/s	
R.a. IF REGISTERED LAND	
R.a.1. TCT/OCT *Any of the following:*	
R.a.1.A. TCT/OCT (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
---- OR ----	

R.a.1.B. CLOA/EP (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
R.b. IF UNREGISTERED LAND	
R.b.1. Tax Declaration (TD) (1) Certified True Copy	Applicant / Client
R.b.2. Notarized joint affidavit of two adjoining landowners or Barangay/Local Officials concerned attesting to the ownership of the land (1) Original Copy	Applicant / Client
R.c. IF PAYMENT THROUGH COURT DECISION	
R.c.1. Court Decisions (Final Order/Decisions) *Any of the following:*	
R.c.1.A. Court Decisions (Final Order/Decisions) (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
---- OR ----	
R.c.1.B. Notice/Certificate of Finality of Decision (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
S. SALARY OF CONTRACT OF SERVICE (COS)/JOB ORDERS (JO)	
S.1. Notarized Contract received by COA (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.2. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
S.3. In Case of Handwritten DTR shall be supported with *Any of the following:*	
S.3.A. Raw Swipe from Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
S.3.B. Logbook Entries (1) Original Copy	Applicant / Client
Remarks: *duly certified by the CSU, AS*	

S.4. Duly signed SPSMS Monthly DPCR Monitoring Form No. 4 (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.5. DO/PTL noted by the CSU/TO and CA (1) Original Copy	Department of the Interior and Local Government - Record Section
Remarks: *for official travels/businesses*	
S.6. DO if Exempted on Using the Biometrics Machine (1) Photo Copy	Department of the Interior and Local Government - Record Section
S.7. Certificate of Services rendered (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *signed by immediate supervisor, If exempted to the usage of biometrics*	
S.8. BIR Certifications (1) Photo Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Remarks: *BIR Forms 1901/0605, Certificate of Registration*	
S.9. Members Data Record (MDR) (1) Original Copy	Philhealth - Website
S.10. Clearance (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *end of Contract/resignation/termination*	
S.11. Overtime Order (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service

Remarks: *for rendered OT*	
S.12. Accomplishment Report (1) Original Copy	Applicant / Client
Remarks: *Report duly certified by Supervisors for rendered OT*	
S.13. Permission Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
Remarks: *if any*	
Sub Situational Requirement/s	
S.a. FOR COMMUNITY FACILITATORS	
S.a.1. Work Plan (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.2. Implementation Diary (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.3. Overtime Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.4. Notarized Contract received by COA (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.a.5. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
S.a.6. In Case of Handwritten DTR shall be supported with *Any of the following:*	
S.a.6.A. Raw Swipe from Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	

S.a.6.B. Logbook Entries (1) Original Copy	Applicant / Client
Remarks: *duly certified by the CSU, AS*	
S.a.7. Duly signed SPSMS Monthly DPCR Monitoring Form No. 4 (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.a.8. DO/PTL noted by the CSU/TO and CA (1) Original Copy	Department of the Interior and Local Government - Record Section
Remarks: *for official travels/businesses*	
S.a.9. DO if Exempted on Using the Biometrics Machine (1) Photo Copy	Department of the Interior and Local Government - Record Section
S.a.10. Certificate of Services rendered (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *signed by immediate supervisor, If exempted to the usage of biometrics*	
S.a.11. BIR Certifications (1) Photo Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Remarks: *BIR Forms 1901/0605, Certificate of Registration*	
S.a.12. Members Data Record (MDR) (1) Original Copy	Philhealth - Website
S.a.13. Clearance (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *end of Contract/resignation/termination*	

S.a.14. Overtime Order (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *for rendered OT*	
S.a.15. Accomplishment Report (1) Original Copy	Applicant / Client
Remarks: *Report duly certified by Supervisors for rendered OT*	
S.a.16. Permission Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
Remarks: *if any*	
T. DEATH CLAIM BENEFIT	
T.1. Death Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
T.2. Marriage Contract authenticated by PSA, if applicable (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
T.3. Marriage Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *If the claimant is the widow/widower of the DBO*	
T.4. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Office Concerned
Remarks: *of the deceased or affidavit of two (2) disinterested parties (if the deceased barangay official is single and the claimant is his/her parent/brother/sister*	
T.5. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *if applicable*	
T.6. Waiver of rights if there is more than one beneficiary in cases of siblings (1) Original Copy	Applicant / Client
T.7. Affidavit of Guardianship (1) Original Copy	Applicant / Client
Remarks: *if the deceased is the widow/widower/ single if the claimant is the guardian of the children who are minors*	
T.8. In the absence of the primary and secondary beneficiaries, the claimant may present *Any of the following:*	
T.8.A. Valid ID (1) Original Copy	Applicant / Client
---- OR ----	
T.8.B. Certification from the Barangay (1) Original Copy	Applicant / Client
Remarks: *that the claimant is a resident of the barangay*	
T.9. Special Power of Attorney (1) Original Copy	Applicant / Client
Remarks: *in case claimant/s cannot personally do the transaction.*	
T.10. Valid ID of Claimant/Beneficiary but not limited to: *Any of the following:*	
T.10.A. Voter's ID (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.B. Driver's License (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.C. Postal ID (1) Photo Copy	Applicant / Client
---- OR ----	

T.10.D. Passport (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.E. Certification from the Barangay (1) Original Copy	Applicant / Client
Remarks: *that he/she is a resident of the said barangay*	
T.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
U. HONORARIA OF LTIA BOARD MEMBERS	
U.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Record Section
U.2. Accomplishment Report (1) Original Copy	Applicant / Client
U.3. Computation/Basis of amount of honoraria (1) Original Copy	Applicant / Client
U.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
V. MID-YEAR BONUS (MYB)	
Sub Situational Requirement/s	
V.a. FOR INDIVIDUAL CLAIMS	
V.a.1. Clearance from Money, Property and Legal Accountabilites (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
V.a.2. Certification from head of Office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the employee is qualified to receive the MYB*	
V.a.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
V.b. FOR GENERAL CLAIMS	
V.b.1. MYB Payroll (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
V.b.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
V.b.3. Letter to the Bank (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *to credit employees' account of their MYB claims*	
V.b.4. Deposit Slips (1) Original Copy	Applicant / Client
V.b.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
W. PERFORMANCE BASED BONUS (PBB)	
W.1. PBB Payroll (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
W.2. Guidelines (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *if applicable*	
W.3. Certification from the Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
W.4. Certification of Non-receipt of Bonus (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

W.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X. REIMBURSEMENT OF MEALS	
X.1. Certified Correct Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.2. Certificate of Attendance duly signed by the Head Of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.3. Approved Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.4. 3 Quotations (1) Photo Copy	Department of the Interior and Local Government - General Service Division
X.5. Approved PPMP (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.6. Official Receipts/Cash invoice (1) Original Copy	Applicant / Client
X.7. Activity Report/Minutes of the Meeting/Program of Activities signed by the Head of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.8. Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.9. Inspection & Acceptance Report (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
X.10. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks:	

If theres a Rescheduling of the activity or why It didn't go through procurement	
Y. CATERING, LEASE OF VENUE AND ACCOMMODATION	
Y.1. Certified Correct Attendance Sheet signed per day -(AM and PM) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.2. Original Statement of Account/Charge Invoice/Delivery Receipt/Bill or Official Receipts (1) Original Copy	Supplier - Biller
Y.3. Notarized Contract Received by COA/Approved Purchase Order/Job Order/MOA and comment of Legal Service (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.4. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if late submission of Contract to COA*	
Y.5. Approved Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.6. Three (3) Quotations (with menu) (1) Photo Copy	Department of the Interior and Local Government - General Service Division
Y.7. Approved APP/PPMP/Supplemental PPMP (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.8. BAC Resolution (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
Y.9. Certificate of Availability of Funds (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Y.10. Certificate of Attendance signed by the Head of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

Y.11. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if the amount exceeded the allowable allocation/contract price*	
Y.12. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if no. of participants is less than the guaranteed participants in the contract*	
Y.13. Program of Activities (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.14. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for the rescheduling of the activity*	
Y.15. Omnibus Sworn Statement (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.16. Cert. of Registration from PhilGEPs (1) Photo Copy	PhilGEPs - PhilGEPs
Y.17. Latest Income/Business Tax Return and Business Permit (1) Photo Copy	Applicant / Client
Y.18. Approved Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Y.19. Request for Quotation (1) Photo Copy	Applicant / Client
Remarks:	

at least 3 suppliers	
Y.20. PhilGeps Posting for catering services Php 50,000 and above, if applicable (1) Photo Copy	PhilGeps - PhilGeps
Y.21. PhilGEPS posting of Award of Notice (1) Photo Copy	PhilGeps - PhilGeps
Y.22. Abstract of Quotation (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.23. Duly Signed Inspection and Acceptance Report (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.24. Terminal Report/Post Activity Report/Minutes of Meeting (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.25. Order/Memorandum for the conduct of training/seminar (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.26. Notice of Award (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.27. Notice to proceed (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.28. Requisition and Issue Slip (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.29. Registration Card/Sheet (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.30. Order Slip (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.31. Invitation (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.32. Office/Travel Order of Visitors (1) Photo Copy	Department of the Interior and Local Government - Administrative Service

Remarks: *for indirect invitation*	
Y.33. Rooming List/Guest Folio (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.34. Letter of Authorization (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Y.35. Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.36. Compliance Rating (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.37. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z. SUPPLIES PURCHASED THRU PS-DBM	
Z.1. Approved Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Z.2. Approved and Funded APR (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Z.3. Approved Approved PPMP-highlight the items to be procured (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.4. Changes on the amount in the PR should be typewritten and initialed by authorized official (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.5. Price Quotation and Stock Availability Certification (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.6. Purchase Order (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.7. Duly Accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Z.8. Inspection Report (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.9. Requisition and Issue Slip/Inventory Custodian Slip/Property Acknowledgement Receipt (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Z.10. Training/Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.11. Annual Procurement Plan (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.12. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
[. PAYMENT FOR MOBILIZATION FEE	
[.1. Irrevocable Standby Letter of Credit/ Security bond/Bank Guarantee (1) Photo Copy	Applicant / Client
[.2. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
\. REMITTANCES TO VARIOUS FINANCIAL INSTITUTIONS	
\.1. Summary of Remittance (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *Employee and/or Employer Contributions signed by the Accountant*	
\.2. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
]. FIDELITY BOND	
].1. Whichever is Applicable *Any of the following:*	

].1.A. Notice of Renewal from Bureau of Treasury (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
---- OR ----	
].1.B. Request for Bonding (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
---- OR ----	
].1.C. Cancellation of Bond of Accountable Officials and Employees (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].2. List of Accountable Public Officers and Employees/List of Bonded Officials certified by CAO (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
Remarks: *Form N - New/Form B - Renewal*	
].3. Form 57A with ID Picture (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].4. Form 58A with ID Picture (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].5. Official Receipt (1) Original Copy	Applicant / Client
Remarks: *in case of reimbursement*	
].6. Confirmation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of reimbursement*	
].7. Statement of Assets, Liabilities and Net worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
].8. Regional Order - Designation of Bonded Officer (1) Original Copy	Department of the Interior and Local Government - Administrative Service

].9. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
^. LEASE PURCHASE	
^.1. Notarized contract received by COA (1) Original Copy	Department of the Interior and Local Government - Record Section
^.2. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.3. 3 Quotations (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.4. Approved PPMP/BAC (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.5. Certificate of Sole Distributorship(Exclusive Dealer) (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.6. Statement of Account (1) Photo Copy	Applicant / Client
^.7. Property Acknowledgement Receipt (PAR) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.8. Income/Business Tax Return & Business Permit (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.9. Certificate of Registration from PhilGEPs (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
_. SUBSCRIPTIONS	

_.1. BAC Resolution (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
_.2. PPMP/Approved APP (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Procurement Section
_.3. Contract received by COA (1) Original Copy	Applicant / Client
_.4. Statement of Account (1) Original Copy	Applicant / Client
_.5. Delivery Receipt/Certification of Delivery (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
_.6. Approved Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
_.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
`. RELEASE OF ASSISTANCE FOR FORMER REBELS (FRS) E-CLIP	
Sub Situational Requirement/s	
`.a. A. FOR REINTEGRATION ASSISTANCE, IMMEDIATE ASSISTANCE AND LIVELIHOOD ASSISTANCE	
`.a.1. JAPIC Certification (1) Original Copy	Regional Office - National Barangay Operations Office
`.a.2. E-CLIP Enrolment Form (1) Original Copy	Regional Office - National Barangay Operations Office
`.a.3. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
`.b. B. FIREARMS REMUNERATION	
`.b.1. Property Turn-In Slip (PTIS) (1) Original Copy	Regional Office - National Barangay Operations Office
`.b.2. Technical Inspection Report (TIR) (1) Original Copy	Regional Office - National Barangay Operations Office
`.b.3. Cost Valuation Certificate (1) Original Copy	Regional Office - National Barangay Operations Office

`.b.4. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
`.c. C. FOR CONSTRUCTION AND/OR REHABILITATION OF EXISTING FACILITY TO SERVCE AS HALFWAYHOUSE BY LGU OR RECEIVING UNIT	
`.c.1. Request from the LGU/ Receiving Unit (1) Original Copy	Regional Office - National Barangay Operations Office
`.c.2. Program of Works (1) Original Copy	Regional Office - National Barangay Operations Office
`.c.3. Sanggunian Resolution (LGU) (1) Original Copy	Regional Office - National Barangay Operations Office
Remarks: *if applicable*	
`.c.4. Proof of Donation of Land (1) Photo Copy	Regional Office - National Barangay Operations Office
`.c.5. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
a. RELEASE OF SGLG INCENTIVE	
a.1. Annual Investment Program AIP or Local Development Investment Program (LDIP)/Provincial Development Investment Program (PDIP) (1) Certified True Copy	Regional Office - Bureau/Service/Office concerned
Remarks: *for the year (page indicating the project by the Secretary of the Sanggunian)*	
a.2. Checklist of Project (Annex D) (1) Original Copy	Regional Office - Bureau/Service/Office concerned
Remarks: *indicating the proposed project duly approved by the LCE*	
a.3. Certification from Agency Accountant or Bank certified of the Existing Trust Fund Account of LGUs for new awardees (1) Original Copy	Regional Office - Bureau/Service/Office concerned
a.4. Other supporting documents necessary based on the guidelines for the year (1) Original Copy	Regional Office - Bureau/Service/Office concerned
b. DONATIONS	

b.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Record Section
b.2. Letter Request (1) Original Copy	Applicant / Client
b.3. BAC Resolution (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
b.4. Deed of Donation (1) Original Copy	Applicant / Client
b.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c. INTERNET/COMMUNICATION EXPENSES	
c.1. Call Cards/Receipt *Any of the following:*	
c.1.A. Call Cards (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
c.1.B. Official Receipt (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c.2. SOA and Official Receipt (1) Original Copy	Applicant / Client
c.3. Certification that the calls made/internet usage are official (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d. CHECKBOOKS AND ACCOUNTABLE FORMS/OFFICIAL RECEIPTS	
Sub Situational Requirement/s	
d.a. A. CHECKBOOKS (MDS AND TRUST FUND)	

d.a.1. Approved Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
d.a.2. Request to order checks (1) Original Copy	Department of the Interior and Local Government - Administrative Service
d.a.3. Authorization to order check books issued by Bureau of Treasury (1) Original Copy	Department of the Interior and Local Government - Administrative Service
d.a.4. Monthly Estimates/Accounts Payable that cannot be paid through ADA (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
d.a.5. Statement of Accountability for Accountable Forms w/o Money Value (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.a.6. Loan Agreements/Memoranda of Agreement together with supporting documents (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if applicable*	
d.a.7. Bank Debit Memos (1) Original Copy	Applicant / Client
Remarks: *if applicable*	
d.a.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.b. B. ACCOUNTABLE FORMS/OFFICIAL RECEIPTS	
d.b.1. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.b.2. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

e. TRAINING REGISTRATION/TRAINING FEE	
e.1. Travel Order/Regional Order/Provincial Order/ Department Order of Attendees (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.2. Invitation/Memorandum (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if applicable*	
e.3. Official receipt/s (1) Original Copy	Applicant / Client
Remarks: *for reimbursement, if paid by attendee*	
e.4. Certificate of attendance for the training (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.5. Statement of Account (1) Original Copy	Applicant / Client
e.6. Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a copy of ORS/BURS and DV with corresponding Documentary Requirements depending on the type of claim. **Location:**	1.1. Receive and check the documents.	None	1 hour/s	• Administrative Assistant III/VI/Administrative Officer II; Budget

Financial Management Service - Budget Division - Receiving Area				Division (BD)
	1.2. Review and process the ORS/BURS by allocating funds by verifying against the availability of funds then assign UACS Object Code		2 hour/s	• Administrative Officer II/IV; Budget Division (BD)
	1.3. Encode the ORS/BURS details in the Financial Reporting System (FRS) for the system generated ORS number/ for appropriate action		1 hour/s	• Administrative Assistant II/Administrative Officer II/IV; Budget Division (BD)
	1.4. Validate the correctness and accuracy of the processed ORS/BURS, initially approve the ORS/BURS in the FRS and affix initial in the Box B of ORS/BURS (physical copy)		1 hour/s	• Administrative Officer V; Budget Division (BD)
	1.5. Certify the availability of allotment and obligation, approve the ORS/BURS in the FRS and sign the Box B of the ORS (physical copy)		1 hour/s	• Chief Administrative Officer; Budget Division (BD)
	1.6. Detach the original signed copy of the ORS/BURS for filing, update monitoring log-sheet and forward the approved ORS/BURS to Accounting Division/AS-Procurement Section		1 hour/s	• Administrative Assistant III/VI / Administrative Officer II; Budget Division (BD)

	1.7. Receive the DV with the supporting documents, check against the details in the Data Management System (DMS) and Monitoring log sheet and generate DV no. from the Financial Reporting System		30 minute/s	• Administrative Assistant III/VI; Accounting Division (AD)
	1.8. Assign Processor		30 minute/s	• Administrative Assistant III/VI; Accounting Division (AD)
	1.9. Process Disbursement Voucher: Check the completeness and appropriateness of supporting documents and its compliance with auditing and accounting rules and regulations		2 working day/s	• Assistant II/III/ Senior Administrative Assistant II; Accounting Division (AD)
	1.10. Record the details of the claim on the Individual Index of Payment (IIP) Card		2 hour/s	• Administrative Officer IV/Administrative Assistant II/III - Accounting Division; Accounting Division (AD)
	1.11. Update the needed details in the Financial Reporting System (FRS)		2 hour/s	• Administrative Officer IV/Administrative Assistant II/III/ Senior Administrative Assistant

				II; Accounting Division (AD)
	1.12. Verify the availability of cash		30 minute/s	• Administrative Assistant II/Administrative Officer II/IV, Liquidation Officer II; Accounting Division (AD)
	1.13. Review the claim as to the completeness of the supporting documents, accuracy in the computation of the claim, correctness in the entries of the Box B and IIP card as well as the details in the FRS		1 hour/s	• Administrative Officer V/Assistant Division Chief/ Chief Accountant; Accounting Division (AD)
	1.14. Release approved DV to AS – General Services Division (GSD) – Cash Section or to approving officials.		30 minute/s	• Administrative Assistant III/VI; Accounting Division (AD)
	1.15. Receive, record and check the approved/signed Disbursement Voucher with attached supporting documents and determine whether LDDAP or check		1 hour/s	• Administrative Officer I/ Administrative Aide IV; Cash Section
	1.16. For LDDAP-ADA: Prepare the List of Due and Demandable Accounts Payable-		2 hour/s	• Administrative Officer I; Cash Section

	Advice to Debit Account			
	1.17. Review and sign LDDAP-ADA. Verifies completeness of signature and check the amount against the disbursement vouchers for issuance of LDDAP-ADA		30 minute/s	• Administrative Officer I; Cash Section
	1.18. For CHECK: Prepare Check and record in the check register.		30 minute/s	• Section Chief; Cash Section
	1.19. Check the accuracy of entries in the LDDAP-ADA and affix initial		1 hour/s	• Administrative Officer I; Cash Section
	1.20. Route all reviewed original LDDAP-ADAs and Checks with supporting documents to designated signatories		7 hour/s	• Administrative Officer I; Cash Section
	1.21. Prepare Advice of Checks Issued and Cancelled (LDDAP-ACIC), Financial Data Entry System (FinDES)		2 hour/s	• Admin Assistant II, Administrative Aide IV; Cash Section
	1.22. Review and sign the LDDAP-ACIC and Financial Data Entry System (FinDES)		30 minute/s	• Section Chief; Cash Section
	1.23. Route the LDDAP-ACIC and Financial Data Entry System (FinDES) to authorized signatories		30 minute/s	• Administrative Aide IV; Cash Section
2. Receive payment thru direct credit to payee's bank account or thru check and	2. Transmit approved LDDAP-ADA, LDDAP-ACIC and FinDES to the	None	1 hour/s	• Administrative Aide II/VI - Cash Section;

accomplish the CSS Form **Location:** DILG-NAPOLCOM Center	Government Servicing Bank (LBP) for crediting to payees/claimant's bank account or release check to concerned client and administer the CSS			Cash Section
Total Processing Time:		Working Days: 5 working day/s, 6 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. Processing and Payment of Claims - Provincial Office

To facilitate the processing and payment of various claims thru LDDAP-ADA or issuance of check in accordance with accounting rules and regulations.

Office or Division:	Financial and Management Service (FMS)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG LG Officials and Employees, Financial Institutions (e.g., GSIS, HDMF, EMPC, PHIC, PALIC, AMSLAI, etc.), National Government Agencies (NGAs)/Local Government Units (LGUs), State Universities and Colleges (SUCs)/Civil Society Organizations (CSOs), Suppliers/Dealers, Other Claimants
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Obligation Request and Status (1) Original Copy And (3) Photo Copy	Commission on Audit - Online Website
Remarks: *Template downloadable at the COA website/ Government Accounting Manual Vol.2 - Appendix 11*	
2. Disbursement Voucher (1) Original Copy And (1) Photo Copy	Commission on Audit - Online Website
Remarks: *Template downloadable at the COA website/ Government Accounting Manual Vol.2 - Appendix 32*	
For Situational Requirement	
A. CASH ADVANCES	
Sub Situational Requirement/s	
A.a. PAYROLL FUND FOR SALARIES, WAGES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES	
A.a.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary

Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)*	
A.a.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.a.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of Treasury - Bureau of Treasury
Remarks: *For the year of cash accountability amounting to Php 5,001.00 and above, or such other minimum amount as may be prescribed by the Bureau of the Treasury (upon the set-up of new/renewed accountability).*	
A.a.4. Approved Payroll (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List of payees indicating their net pay*	
A.a.5. Approved Authority (1) Original Copy	Office of the President - Online website
Remarks: *Presidential directive, legislative enactment, or other legal basis authorizing the payment of allowances, salaries, wages, or fringe benefits.*	
A.b. PETTY CASH FUND	
A.b.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary
Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for*	

initial cash advance)	
A.b.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.b.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of Treasury - Bureau of Treasury
Remarks: *For the year of cash accountability amounting to Php 5,001.00 and above, or such other minimum amount as may be prescribed by the Bureau of the Treasury (upon the set-up of new/renewed accountability).*	
A.b.4. Summary of Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *Approved Estimates of petty expenses for one month (initial set-up)*	
A.c. FIELD/ACTIVITY CURRENT OPERATING EXPENSES (COE)	
A.c.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary
Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)*	
A.c.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	

A.c.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of Treasury - Bureau of Treasury
Remarks: *For the year of cash accountability amounting to Php 5,001.00 and above, or such other minimum amount as may be prescribed by the Bureau of the Treasury (upon the set-up of new/renewed accountability).*	
A.c.4. Approved budget for COE of the agency field office or agency activity in the field (1) Original Copy	Department of the Interior and Local Government - FMS/FAD/FAS
Remarks: *Approved budget for COE of the agency field office or agency activity in the field*	
A.d. TRAVEL EXPENSES	
A.d.1. Duly approved Office Order/Travel Order (1) Original Copy	Department of the Interior and Local Government - Office of the Undersecretary for Operations
A.d.2. Duly approved itinerary of travel (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
A.d.3. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.d.4. Quotation of plane fare for similar dates (1) Original Copy	Airline/ticketing office/travel agency - Online Website
Remarks: *From at least three airline companies/travel agencies or their equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor*	
A.d.5. Letter of invitation (1) Photo Copy	Requesting entity - N/A
Remarks:	

From host/sponsoring agency/organization	
A.e. FOREIGN TRAVEL	
A.e.1. Duly approved Office Order/Travel Order (1) Original Copy	Department of the Interior and Local Government - Office of the Undersecretary for Operations
A.e.2. Duly approved itinerary of travel (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
A.e.3. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.e.4. Letter of invitation (1) Photo Copy	Requesting entity - N/A
Remarks: *From host/sponsoring agency/organization*	
A.e.5. Flight itinerary (1) Original Copy	Airline/Ticketing office/Travel agency - Online Website
Remarks: *Issued by the airline ticketing office/travel agency*	
A.e.6. Quotation of plane fare for similar dates (1) Original Copy	Airline/ticketing office/travel agency - Online Website
Remarks: *From at least three airline companies/travel agencies or their equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor*	
A.e.7. Authority from the Office of the President to claim representation expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

A.e.8. In case of seminars / trainings: (1) Original Copy	Department of the Interior and Local Government - Concerned Office
Sub Requirement	
A.e.8.A. Acceptance of the nominees as participants issued by the foreign country	
A.e.8.B. Programme Agenda and Logistics Information	
B. LIQUIDATION OF CASH ADVANCES	
Sub Situational Requirement/s	
B.a. PAYROLL FUND FOR SALARIES, WAGES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES	
B.a.1. Report of Cash Disbursements (1) Certified True Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *Certified correct by the accountable officer*	
B.a.2. Approved payroll/vouchers duly acknowledged/signed by the payee/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.a.3. Duly verified/approved accomplishment report, in case of payment personnel under “job order” status (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.a.4. Receipts (1) Original Copy	Applicant / Client
Sub Requirement	
B.a.4.A. Official Receipt (OR)/printed electronic Official Receipt	
B.a.4.B. Acknowledgment Receipt or equivalent	
B.a.5. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: *If claimed by person other than the payee*	
B.b. PETTY CASH FUND	
B.b.1. Report on Paid Petty Cash Vouchers (1) Original Copy	Department of the Interior and Local Government - Petty cash

	Custodian per Office
B.b.2. Approved Purchase Request with Certificate of Emergency Purchase (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.3. Bills, Receipts, Sales Invoices (1) Original Copy	Applicant / Client
B.b.4. Certification of Expenses not Requiring Receipt or Reimbursement Expenses Receipts (1) Original Copy	Applicant / Client
B.b.5. Inspection and Acceptance Report or Certificate of Inspection and Acceptance (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.6. Pre-/Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.7. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
Remarks: *In case of replacement/repair*	
B.b.8. Approved trip ticket (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/Motorpool Section
Remarks: *For gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable to government vehicles only).*	
B.b.9. Canvass (1) Original Copy	Applicant / Client
Remarks: *From at least three suppliers, as prescribed for purchases amounting to Php 2,000.00 and above or othe amount that may be prescribed in the future, except for purchases made while on official travel.*	
B.b.10. Summary/Abstract of Canvass (1) Original Copy	Commission on Audit - N/A

B.b.11. OR/e-OR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Petty Cash Custodian per Office
Remarks: *In case of refund of PCF*	
B.b.12. Inventory Custodian Slip for semi-expendable items (1) Original Copy	Department of the Interior and Local Governent - Supply Officer per Office
B.b.13. For Meals and Snacks charged to PCF (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.b.13.A. Notice of Meeting with Agenda/ Meeting's Purpose	
B.b.13.B. Minutes of the Meeting	
B.b.13.C. Attendance Sheet	
B.c. FIELD / ACTIVITY CURRENT OPERATING EXPENSES	
B.c.1. Report of Cash Disbursements (1) Certified True Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *Certified correct by the accountable officer*	
B.c.2. Approved payroll/vouchers duly acknowledged/signed by the payee/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.c.3. Duly verified/approved accomplishment report, in case of payment personnel under "job order" status (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.c.4. Receipts (1) Original Copy	Applicant / Client
Sub Requirement	
B.c.4.A. Official Receipt (OR)/printed electronic Official Receipt	
B.c.4.B. Acknowledgment Receipt or equivalent	
B.c.5. Authorization Letter	Applicant / Client

(1) Original Copy	
Remarks: *If claimed by person other than the payee*	
B.c.6. Report on Paid Petty Cash Vouchers (1) Original Copy	Department of the Interior and Local Government - Petty cash Custodian per Office
B.c.7. Approved Purchase Request with Certificate of Emergency Purchase (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.8. Bills, Receipts, Sales Invoices (1) Original Copy	Applicant / Client
B.c.9. Certification of Expenses not Requiring Receipt or Reimbursement Expenses Receipts (1) Original Copy	Applicant / Client
B.c.10. Inspection and Acceptance Report or Certificate of Inspection and Acceptance (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.11. Pre-/Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.12. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
Remarks: *In case of replacement/repair*	
B.c.13. Approved trip ticket (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/Motorpool Section
Remarks: *For gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable to government vehicles only).*	
B.c.14. Canvass (1) Original Copy	Applicant / Client
Remarks:	

From at least three suppliers, as prescribed for purchases amounting to Php 2,000.00 and above or othe amount that may be prescribed in the future, except for purchases made while on official travel.	
B.c.15. Summary/Abstract of Canvass (1) Original Copy	Commission on Audit - N/A
B.c.16. OR/e-OR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Petty Cash Custodian per Office
Remarks: *In case of refund of PCF*	
B.c.17. Inventory Custodian Slip for semi-expendable items (1) Original Copy	Department of the Interior and Local Governent - Supply Officer per Office
B.c.18. For Meals and Snacks charged to PCF (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.c.18.A. Notice of Meeting with Agenda/ Meeting's Purpose	
B.c.18.B. Minutes of the Meeting	
B.c.18.C. Attendance Sheet	
B.d. TRAVELING EXPENSES - LOCAL TRAVEL	
B.d.1. LIQUIDATION REPORT (1) Original Copy	Applicant / Client
B.d.2. Approved Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.d.3. Approved Itinerary of Travel *Any of the following:*	
B.d.3.A. Approved Itinerary of Travel (1) Original Copy	Applicant / Client
---- OR ----	
B.d.3.B. Approved Revised Itinerary of Travel (1) Original Copy	Applicant / Client
Remarks: *(If approved itinerary was not followed)*	
Sub Requirement	

B.d.3.B.A. Copy of previously approved itinerary of travel	
B.d.3.B.B. Copy of Office Order and Supplemental Office Order or any proof supporting the change schedule	
B.d.4. Certificate of Appearance/Attendance or in the absence thereof *Any of the following:*	
B.d.4.A. Certificate of Appearance/Attendance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.d.4.A.A. Highlights of the training/activity	
B.d.4.A.B. Pictures preferably dated	
B.d.4.A.C. Plan of action for knowledge sharing	
B.d.4.A.D. Recommendation	
---- OR ----	
B.d.4.B. Memorandum Transmittal of Back-to-Office Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.d.4.C. Narrative Report on the Trip Undertaken (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.d.4.D. Report on Participation addressed to the Agency Head (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.d.5. Receipts in case of refund of excess cash advance *Any of the following:*	
B.d.5.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.d.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.5.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client

---- OR ----	
B.d.5.D. Any equivalent in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.d.6. Tickets/Boarding Pass/Passenger Manifest *Any of the following:*	
B.d.6.A. Paper/Electronic Plane, boat or bus/train tickets (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.6.B. paper/electronic boarding passes (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.6.C. Passenger manifest (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Certified by the concerned airline or shipping company*	
B.d.7. Certification by the Head of Agency on the absolute necessity of the expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.d.8. Toll Fees/CERR/RER *Any of the following:*	
B.d.8.A. Official Receipts (1) Original Copy	Applicant / Client
---- OR ----	
B.d.8.B. Electronic Official Receipts (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.8.C. CERR (1) Original Copy	Applicant / Client
Remarks: *CERR/RER shall be supported with the toll fee rates*	
B.d.9. Hotel room/Lodging bills with OR (1) Original Copy	Applicant / Client
Remarks: *In the case of official travel to places within 50-km radius from the last city or municipality covered by Metro Manila Area, if travel allowances being claimed include hotel*	

room/lodging	
B.d.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.e. TRAVELING EXPENSES - FOREIGN TRAVEL	
B.e.1. LIQUIDATION REPORT (1) Original Copy	Applicant / Client
B.e.2. Approved Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.e.3. Approved Itinerary of Travel *Any of the following:*	
B.e.3.A. Approved Itinerary of Travel (1) Original Copy	Applicant / Client
---- OR ----	
B.e.3.B. Approved Revised Itinerary of Travel (1) Original Copy	Applicant / Client
Remarks: *(If approved itinerary was not followed)*	
Sub Requirement	
B.e.3.B.A. Copy of previously approved itinerary of travel	
B.e.3.B.B. Copy of Office Order and Supplemental Office Order or any proof supporting the change schedule	
B.e.4. Certificate of Appearance/Attendance or in the absence thereof *Any of the following:*	
B.e.4.A. Certificate of Appearance/Attendance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.e.4.A.A. Highlights of the training/activity	
B.e.4.A.B. Pictures preferably dated	
B.e.4.A.C. Plan of action for knowledge sharing	
B.e.4.A.D. Recommendation	
---- OR ----	

B.e.4.B. Memorandum Transmittal of Back-to-Office Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.e.4.C. Narrative Report on the Trip Undertaken (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.e.4.D. Report on Participation addressed to the Agency Head (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.e.5. Receipts in case of refund of excess cash advance *Any of the following:*	
B.e.5.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.e.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.5.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.e.5.D. Any equivalent in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.e.6. Tickets/Boarding Pass/Passenger Manifest *Any of the following:*	
B.e.6.A. Paper/Electronic Plane, boat or bus/train tickets (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.6.B. paper/electronic boarding passes (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.6.C. Passenger manifest (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client

Remarks: *Certified by the concerned airline or shipping company*	
---- OR ----	
B.e.6.D. Certified true copy of the passport Passport - Department of Foreign Affairs	
Remarks: *Passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company*	
---- OR ----	
B.e.6.E. Reimbursement of actual travel expenses in excess of the prescribed rate (1) Original Copy	Applicant / Client
Remarks: *Hotel room with Official Receipt (Certification/Affidavit of Loss shall not be considered as replacement for hotel/lodging bills and receipts)*	
Sub Requirement	
B.e.6.E.A. Approval by the President	
B.e.6.E.B. Certification from the Head of Agency that it is absolutely necessary	
C. FUND TRANSFERS TO NON-GOVERNMENT ORGANIZATIONS/PEOPLE'S ORGANIZATIONS (NGOs/POs)	
Sub Situational Requirement/s	
C.a. TRANSFER OF FUNDS	
C.a.1. Duly approved schedule of Fund released to NGO/PO/CSO (1) Original Copy	Applicant / Client
C.a.2. Approved Summary of the Budgetary Requirements (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service
Remarks: *detailing the items of expenditure/disbursement to be incurred in the program/project*	
C.a.3. Performance Security for infrastructure project (1) Original Copy	Applicant / Client

C.a.4. Memorandum of Agreement (1) Photo Copy	Department of the Interior and Local Government - Agency/Office concerned
Remarks: *Executed by and between the Government Agency and the NGO/PO/CSO*	
C.a.5. Certificate of Registration (1) Original Copy	Department of the Interior and Local Government - Agency concerned
Remarks: *with the concerned government agencies, i.e. SEC, CDA or DOLE*	
C.a.6. Document showing that the NGO/PO/CSO has equity equivalent to 20% of the total project cost (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project*	
C.a.7. Receipt issued by the NGOs/POs/CSOs to the Source Agency acknowledging receipt of funds transferred *Any of the following:*	
C.a.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
C.a.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.a.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
C.a.8. Certification from the Accountant of the Source Agency (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *that the previous fund transfer had been liquidated and accounted for in the books (staggered release)*	
C.b. LIQUIDATION OF FUNDS RELEASED	

C.b.1. Report of Advice to Debit Account Issued and/or Report of Cash Disbursements (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division/Cash Section
C.b.2. Interim or Final Fund Utilization Report indicating summary of expenses and status of report of accomplishments (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *certified by Chief Accountant and approved by President/Chairperson of the NGO/PO/CSO*	
C.b.3. Receipts from granting Government agency in case return of any unutilized/excess amount of cash advance including interest if any *Any of the following:*	
C.b.3.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.b.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.b.3.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.b.3.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
C.b.4. Inspection Report and Certificate of Project Completion (1) Original Copy	Applicant / Client
Remarks: *issued by Government Agency's authorized representative*	
C.b.5. List of equipment/vehicles procured out of the project funds (1) Original Copy	Applicant / Client
Remarks: *indicating its brief description, date acquired, acquisition cost and final disposition*	
C.b.6. Warranty for procured equipment and projects (1) Original Copy	Applicant / Client

C.b.7. Pictures of implemented projects (1) Original Copy Or (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.b.8. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.b.9. Proof of verification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the GO official of the validity of the documents submitted by the NGO/PO*	
C.b.10. Vouchers Paid (1) Photo Copy	Applicant / Client
Remarks: *In case of dissolution of the recipient NGO/PO/CSO, in addition to the OR/eOR/AR or equivalent acknowledging return of unutilized amount*	
C.c. IMPLEMENTATION AND LIQUIDATION OF FUNDS RELEASED	
C.c.1. Final fund utilization report (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *Indicating the summary of expenses and the status report of accomplishments certified by the accountant, approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the GO*	
C.c.2. Pictures of implemented projects (1) Original Copy Or (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.c.3. Inspection Report and Certificate of Project Completion (1) Original Copy	Applicant / Client

Remarks: *issued by Government Agency's authorized representative*	
C.c.4. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.c.5. Proof of verification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the GO official of the validity of the documents submitted by the NGO/PO*	
C.c.6. Receipts from granting Government agency in case return of any unutilized/excess amount of cash advance including interest if any *Any of the following:*	
C.c.6.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.c.6.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.c.6.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.c.6.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
C.c.7. List of equipment/vehicles procured out of the project funds (1) Original Copy	Applicant / Client
Remarks: *indicating its brief description, date acquired, acquisition cost and final disposition*	
C.c.8. Warranty for procured equipment and projects	Applicant / Client

(1) Original Copy	
C.c.9. Liquidation Report (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.c.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.d. STAGGERED RELEASE OF FUNDS TO NGO/PO	
C.d.1. Duly approved Schedule of Fund Release to NGO/PO (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.d.2. Interim Fund Utilization Report on the previous release (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *certified by the NGO/PO's Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures*	
C.d.3. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.d.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D. FUND TRANSFERS TO IMPLEMENTING AGENCY	
Sub Situational Requirement/s	
D.a. TRANSFER OF FUND: SOURCE AGENCY	
D.a.1. Duly signed MOA/Trust Agreement or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

D.a.2. Approved Program of Work (for infrastructure project) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.a.3. Approved Project Expenditures or Estimated Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the project objective and expected output (for projects other than infrastructure)*	
D.a.4. For GCs/GFIs, Board Resolution ratifying the MOA (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *In case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head*	
D.a.5. For local government units (LGUs) authorization by local Sanggunian for the Local Chief Executive to enter into contract *Any of the following:*	
D.a.5.A. Re-enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget*	
---- OR ----	
D.a.5.B. Regularly enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges*	
D.a.6. Certification by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

Remarks: *Certification that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books*	
D.a.7. Receipts issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) *Any of the following:*	
D.a.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.a.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
D.a.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.a.7.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
---- OR ----	
D.a.7.E. Acknowledgement Receipt (1) Original Copy	Applicant / Client
D.b. TRANSFER OF FUND: SOURCE AGENCY	
D.b.1. Duly signed MOA/Trust Agreement or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.b.2. Approved Program of Work (for infrastructure project) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.b.3. Approved Project Expenditures or Estimated Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the project objective and expected output (for projects other than infrastructure)*	
D.b.4. For GCs/GFIs, Board Resolution ratifying the MOA (1) Original Copy	Department of the Interior and Local Government - Office concerned

Remarks: *In case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head*	
D.b.5. For local government units (LGUs) authorization by local Sanggunian for the Local Chief Executive to enter into contract *Any of the following:*	
D.b.5.A. Re-enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget*	
---- OR ----	
D.b.5.B. Regularly enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges*	
D.b.6. Certification by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *Certification that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books*	
D.b.7. Receipts issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) *Any of the following:*	
D.b.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	

D.b.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.7.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
---- OR ----	
D.b.7.E. Acknowledgement Receipt (1) Original Copy	Applicant / Client
D.b.8. Receipts from Implementing Agency if transfer of funds is thru List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) *Any of the following:*	
D.b.8.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.8.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
D.b.8.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.8.D. Report of Advice to Debit Account Issued (1) Original Copy	Department of Interior and Local Government - Administrative Service/General Services Division/Cash Section
D.b.9. Acknowledgement Receipt for those recipients of research fund (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Services Division/Cash Section
D.b.10. Transfer Certificate Title of the land and Certification from IA (1) Photo Copy	Applicant / Client
Remarks: *Certification that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way*	
D.b.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

E. LIQUIDATION OF FUNDS TRANSFERRED	
Sub Situational Requirement/s	
E.a. IMPLEMENTING AGENCY	
E.a.1. Duly signed MOA/Trust Agreement/Terms of Reference or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.a.2. Cash Reports *Any of the following:*	
E.a.2.A. Reports of Checks Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.B. Report of Advice to Debit Account Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.C. Report of Cash Disbursements (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.D. Supporting documents (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
Remarks: *documents duly Certified Correct by the Chief Accountant and approved by the Agency Head*	
E.a.3. Receipts issued by Source Agency evidencing refund of unexpected/unutilized balance of fund transfer *Any of the following:*	
E.a.3.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.a.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.a.3.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client

E.a.4. Status of Project/Program/Activity Accomplishment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.a.5. Inspection and Acceptance Report of research outputs of Completed (Research) Projects (1) Original Copy	Department of the Interior and Local Government - Administrative Office- GSD/GSS
Remarks: *Approved by the Agency Head and duly acknowledged by the SA*	
E.a.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.b. SOURCE AGENCY	
E.b.1. Approved Journal Entry Vouchers (1) Original Copy	Department of the Interior and Local Government - Administrative Services/GSD/Cash Section
Remarks: *Approved JEV of all transactions charged from the fund drawn by the Chief Accountant of the Implementing Agency*	
E.b.2. Cash Reports *Any of the following:*	
E.b.2.A. Reports of Checks Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.B. Report of Advice to Debit Account Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.C. Report of Cash Disbursements (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.D. Supporting documents (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section

Remarks: *documents duly Certified Correct by the Chief Accountant and approved by the Agency Head*	
E.b.3. Receipts issued upon receipt of funds transferred *Any of the following:*	
E.b.3.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.b.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.b.3.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
E.b.4. Notices of Disallowances and subsequent audit decisions issued (1) Photo Copy	Commission on Audit - Issuance/Memo
E.b.5. Receipts issued by Source Agency evidencing refund of unexpected/unutilized balance of fund transfer *Any of the following:*	
E.b.5.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.b.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.b.5.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
E.b.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
F. FROM TRUST FUND TO THE GENERAL FUND FOR UNSPENT BALANCE/EXCESS AMOUNT	
Sub Situational Requirement/s	
F.a. IMPLEMENTING AGENCY	
F.a.1. Report of Receipt, Disbursement and Fund Balance (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

Remarks: *certified by the Chief Accountant and approved by the Head of the Agency*	
F.a.2. Contract *Any of the following:*	
F.a.2.A. Memorandum of Agreement (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
---- OR ----	
F.a.2.B. Trust Agreement (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
---- OR ----	
F.a.2.C. Memorandum of Understanding (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
F.a.3. Letter of Implementing Agency to Source Agency to transfer the unexpended balance to the General Fund (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust Agreement or Memorandum of Understanding*	
F.a.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
G. SALARY AND PERA	

Sub Situational Requirement/s	
G.a. INDIVIDUAL CLAIMS - FIRST SALARY AND PERA - FOR REGULAR EMPLOYEES	
G.a.1. Certificate of Appointment (1) Original Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
Remarks: *duly attested by the Civil Service Commission (CSC) or its equivalent*	
G.a.2. Assignment or Reassignment *Any of the following:*	
G.a.2.A. Assignment Order (1) Original Copy	Department of the Interior and Local Government - Personnel Division
---- OR ----	
G.a.2.B. Reassignment Order (1) Original Copy	Department of the Interior and Local Government - Personnel Division
Remarks: *if applicable*	
G.a.3. Oath of Office (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.a.4. Certificate of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
G.a.5. Statement of Assets, Liabilities and Net Worth (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
G.a.6. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
G.a.7. Bureau of Internal Revenue (BIR) withholding certificates (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

G.a.8. Payroll Information on New Employee (PINE) or any equivalent document (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
G.a.9. Authority from the claimant and identification documents (1) Original Copy	Department of the Interior and Local Government - Concerned personnel
Remarks: *if claimed by person other than the payee*	
G.b. ADDITIONAL REQUIREMENTS FOR TRANSFEREES (FROM ONE GOVERNMENT OFFICE TO ANOTHER)	
G.b.1. Clearance from money, property and legal accountabilities from the previous office (1) Original Copy	Applicant / Client
G.b.2. Last Salary *Any of the following:*	
G.b.2.A. Paid Disbursement Voucher of last salary received (1) Certified True Copy	Applicant / Client
---- OR ----	
G.b.2.B. Breakdown of last salary received and remittance of statutory deductions from previous office (1) Certified True Copy	Applicant / Client
Remarks: *Certification by the Chief Accountant*	
G.b.3. Certificate of Leave Credits (1) Original Copy	Applicant / Client
G.b.4. Service Record (1) Original Copy	Applicant / Client
G.b.5. BIR Certificate of Compensation Payment/Tax Withheld (1) Original Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
G.b.6. Approved/paid Home Development Mutual Fund (HDMF) (1) Original Copy	Applicant / Client
G.b.7. Philhealth Forms (1) Original Copy	Applicant / Client
G.b.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
G.c. FOR CONTRACT OF SERVICE AND JOB ORDER WORKERS	
G.c.1. Approved Contract (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.3. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.4. Bureau of Internal Revenue (BIR) withholding certificates (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
G.d. SALARY AND PERA (IF DELETED FROM THE PAYROLL)	
G.d.1. Approved Contract (1) Certified True Copy	Department of the Interior and Local Government - Personnel Division
G.d.2. Notice of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.d.3. Approved Application for Leave (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Clearances, and Medical Certificate, if on sick leave for five (5) days or more and clearance,* *if on leave for 30 days or more*	
G.d.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H. SALARY AND PERA OF CASUAL/CONTRACTUAL PERSONNEL, CHARGED TO PERSONNEL SERVICES	
Sub Situational Requirement/s	

H.a. FOR ACCREDITED AGENCIES BY THE CSC (FOR FIRST CLAIM)	
H.a.1. Pertinent Contract/Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.a.2. Report of Personnel Action (ROPA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Pertinent Contract/Appointment marked received by the CSC*	
H.b. FOR OTHER AGENCIES (FOR FIRST CLAIM)	
H.b.1. Pertinent Contract/Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Marked received by the CSC*	
H.b.2. Certification by the Local Chief Executive (LCE) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in the case of LGUs, that the employment/hiring is still within the Personal Services (PS) limitation*	
H.b.3. Certification by the LCE/Personnel Officer (1) Original Copy	Applicant / Client
Remarks: *that the activities and services cannot be provided by regular or permanent personnel of the agency (for first claim)*	
H.b.4. Duly Approved Accomplishment Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.b.5. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division

H.b.6. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
Remarks: *for first claim*	
H.b.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.c. SALARY DIFFERENTIAL DUE TO PROMOTION AND/OR STEP INCREMENT	
H.c.1. Due to Promotion *Any of the following:*	
H.c.1.A. Approved Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.c.1.B. Certificate of Assumption to Duty (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.c.2. Notice of Salary Adjustment (NOSA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for step increment/salary increase*	
H.c.3. Approved Daily Time Record *Any of the following:*	
H.c.3.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.c.3.B. Certification that the Employee has not Incurred leave without pay (1) Original Copy	Department of the Interior and Local Government - Approved Daily Time Record

H.c.4. Certification by the Local Chief Executive (LCE) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in the case of LGUs, that the promotion/step increment is still within the Personal Services (PS) limitation*	
H.d. LAST SALARY AND PERA	
H.d.1. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
H.d.2. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.d.3. Authority to Deduct Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *if any*	
H.d.4. Certification of Available Leave Credits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.e. SALARY AND PERA DUE TO HEIRS OF DECEASED EMPLOYEE	
H.e.1. Death Certificate *Any of the following:*	
H.e.1.A. Death Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
---- OR ----	
H.e.1.B. Court Declaration (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *in case of presumptive death or any evidence of circumstances of death, whichever applicable.*	

H.e.2. Marriage Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *if applicable*	
H.e.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *of surviving legal heirs.*	
H.e.4. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *if applicable*	
H.e.5. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
H.e.6. Affidavit of two (2) disinterested parties (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage.*	
H.e.7. Clearance from Money, Property and Legal Accountabilites (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.e.8. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.e.9. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.f. SALARY AND PERA DURING MATERNITY LEAVE	

H.f.1. Approved Maternity Leave Application (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.f.2. Maternity Leave Clearance (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.f.3. Medical Certificate (1) Original Copy	Applicant / Client
Remarks: *for maternity leave*	
H.f.4. Certification as Solo Parent (1) Original Copy	Department of Social Welfare and Development - Bureau/Service/Office concerned
Remarks: *for additional 15 days paid leave*	
H.g. ADDITIONAL REQUIREMENTS FOR UNUSED MATERNITY LEAVE (UPON ASSUMPTION BEFORE THE EXPIRATION OF THE 105-DAY MATERNITY LEAVE)	
H.g.1. Medical Certificate (1) Original Copy	Applicant / Client
Remarks: *that the employee is physically fit to work*	
H.g.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.g.3. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.g.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h. GENERAL CLAIMS THROUGH AUTOMATED TELLER MACHINE (ATM) FOR SALARY AND PERA	

H.h.1. Approved Salary Payroll (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h.3. Letter to Bank (1) Original Copy	Applicant / Client
Remarks: *to credit employee's account of their salaries or other claims stamped "Received" by the Bank.*	
H.h.4. Validated Deposit Slips/LDDAP-ADA (1) Photo Copy	Applicant / Client
H.h.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.i. PERA DURING FIRST SALARY	
H.i.1. Duly approved Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.2. Assignment Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.3. Oath of Office (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.4. Certificate of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.5. Statement of Assets, Liabilities and Net Worth (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.6. Approved DTR (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
H.i.7. BIR Forms 1902 (1) Original Copy	Applicant / Client
H.i.8. BIR Forms 2305 (1) Original Copy	Applicant / Client
H.i.9. Payroll Information on New Employee (1) Original Copy	Applicant / Client
H.i.10. Authority from the claimant and identification documents (1) Original Copy	Applicant / Client
Remarks: *if claimed by person other than the payee*	
H.j. ADDITIONAL REQUIREMENTS FOR TRANSFEREES (FROM ONE GOVERNMENT OFFICE TO ANOTHER)	
H.j.1. Clearance from money, property and legal accountabilities from the previous office (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
H.j.2. Voucher of Last Salary *Any of the following:*	
H.j.2.A. Pre-audited disbursement voucher of last salary (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *from previous agency duly verified by the assigned auditor thereat*	
---- OR ----	
H.j.2.B. Certification by the Chief Accountant of last salary received from previous office (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *duly verified by the assigned auditor thereat*	
---- OR ----	
H.j.2.C. BIR Form 2316 (1) Original Copy	Bureau of Internal Revenue - -
Remarks:	

Certificate of Compensation Payment/Tax Withheld	
---- OR ----	
H.j.2.D. Certificate of Available Leave Credits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.j.2.E. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.j.2.F. Other supporting document/s (1) Original Copy	Applicant / Client
H.k. PERA (IF DELETED FROM THE PAYROLL)	
H.k.1. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.k.2. Notice of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.k.3. Approved Application for Leave, Clearances, and Medical certificate (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *If on sick leave for five days or more*	
H.k.4. Other supporting document/s (1) Original Copy	Applicant / Client
H.l. PERA DUE TO HEIRS OF DECEASED EMPLOYEE	
H.l.1. Clearance from money, property and legal accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.l.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

H.l.3. Death Certificate authenticated by National Statistics Office (NSO) (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
H.l.4. Marriage Contract authenticated by PSA, if applicable (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
H.l.5. Birth Certificates of surviving legal heirs authenticated by PSA (1) Original Copy	Philippine Statistics Office - Any PSA Branch
H.l.6. Designation of next-of-kin (1) Original Copy	Applicant / Client
H.l.7. Waiver of right of children 18 years old and above (1) Original Copy	Philippine Statistics Office - Any PSA Branch
H.l.8. Other supporting document/s: (1) Original Copy	Applicant / Client
H.m. PERA (MATERNITY LEAVE)	
H.m.1. Approved application for leave (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.m.2. Certified true copy of maternity leave clearance (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.m.3. Medical certificate for maternity leave (1) Original Copy	Applicant / Client
H.n. ADDITIONAL REQUIREMENTS FOR UNUSED MATERNITY LEAVE (UPON ASSUMPTION BEFORE THE EXPIRATION OF THE 60-DAY MATERNITY LEAVE)	
H.n.1. Medical certificate that the employee is physically fit to work (1) Original Copy	Applicant / Client
H.n.2. Certificate of assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.n.3. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.n.4. Other supporting document/s: (1) Original Copy	Applicant / Client
H.o. GENERAL CLAIMS THROUGH AUTOMATED TELLER MACHINE (ATM)	

H.o.1. PERA Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
H.o.2. Payroll register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.o.3. Letter to the Bank to credit employee's account of their salaries or other claims (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.o.4. Validated deposit slips (1) Original Copy	Applicant / Client
H.o.5. Other supporting document/s: (1) Original Copy	Applicant / Client
H.p. PERA OF CASUAL/CONTRACTUAL PERSONNEL FOR ACCREDITED AGENCIES BY THE CSC (FOR FIRST CLAIM)	
H.p.1. Pertinent contract/appointment/job order (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.p.2. ROPA of the pertinent contract/appointment marked received by the CSC (1) Photo Copy	Civil Service Commission -
H.p.3. FOR OTHER AGENCIES* Pertinent contract/appointment/job order marked received by the CSC CLAIM (1) Certified True Copy	Civil Service Commission -
H.p.4. Certification by the Local Chief Executive (LCE) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in the case of LGUs, that the employment/hiring is still within the Personal Services (PS) limitation prescribed under Section 325(a) of RA No. 7160*	
H.p.5. Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.p.6. Accomplishment Report (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
H.p.7. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.p.8. Other supporting document/s: (1) Original Copy	Applicant / Client
H.q. PERA ON LAST SALARY	
H.q.1. Clearance from money, property and legal accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.q.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.q.3. Other supporting document/s: (1) Original Copy	Applicant / Client
I. ALLOWANCES, HONORARIA AND OTHER FORMS OF COMPENSATION	
Sub Situational Requirement/s	
I.a. REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA) - FOR INDIVIDUAL CLAIMS	
I.a.1. Office Order/Appointment (1st payment) (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.2. Certificate of Assumption (1st payment) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.3. Certificate or evidence of service rendered or approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.4. Certification that the official/employee did not use government vehicle (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.5. Certification by the LCE (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

Remarks: *In case of LGUs, that the revised RATA rates is still within the PS limitation*	
I.a.6. Certification on the Actual Incurrence of RATA (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *For those with authorized monthly commutable representation and transportation allowance*	
I.a.7. Other supporting document/s: (1) Original Copy	Applicant / Client
I.b. FOR GENERAL CLAIMS	
I.b.1. RATA Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.b.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.b.3. Letter to the Bank to credit employees' account of their RATA claims (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *If applicable stamped "Received" by the bank*	
I.b.4. Validated Deposit Slip/LDDAP-ADA (1) Original Copy	Bank -
Remarks: *If applicable*	
I.b.5. Other supporting document/s: (1) Original Copy	Applicant / Client
I.c. CLOTHING/UNIFORM ALLOWANCE - FOR INDIVIDUAL CLAIMS	
I.c.1. Certificate of Assumption (for new employee and those on leave without pay) (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
I.c.2. Certificate of Non-payment from previous agency, for transferees (1) Original Copy	Applicant / Client
I.d. CLOTHING/UNIFORM ALLOWANCE - FOR GENERAL CLAIMS	
I.d.1. Approved Clothing/Uniform Allowance Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.d.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.d.3. Letter to the bank to credit employees' account of their allowance (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.d.4. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.e. SUBSISTENCE, LAUNDRY AND QUARTERS ALLOWANCES - For Individual Claims	
I.e.1. Authority for entitlement to collect the benefit approved by the Agency Head (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.e.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.e.3. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Department of the Interior and Local Government - Legal Division
I.f. SUBSISTENCE, LAUNDRY AND QUARTERS ALLOWANCES - For General Claims	
I.f.1. Payroll of personnel entitled to claim subsistence, laundry and quarters allowance (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.f.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

I.f.3. Letter to the bank to credit employees' account of their claims (1) Original Copy	Department of the Interior and Local Government - Legal Division
I.f.4. Other supporting document/s: (1) Original Copy	Applicant / Client
I.f.5. Validated deposit slips/LDDAP_ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.g. PRODUCTIVITY INCENTIVE BONUS (PIB) OR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI) - For Individual Claims	
I.g.1. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.g.2. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Department of the Interior and Local Government - Legal Office
I.g.3. Other supporting document/s: (1) Original Copy	Applicant / Client
I.h. PRODUCTIVITY INCENTIVE BONUS (PIB) OR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI) - For General Claims	
I.h.1. PIB/PEI Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.2. List of personnel dismissed within the year (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.3. List of personnel on Absent Without Official Leave (AWOL) (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.4. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.5. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.6. Letter to the Bank to credit employees' account their PIB/PEI claims	Department of the Interior and Local Government - Financial

(1) Original Copy	Management Service/Accounting Division
I.h.7. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Servicing bank -
I.h.8. Other supporting document/s: (1) Original Copy	Applicant / Client
I.i. REIMBURSEMENT OF HOSPITAL EXPENSES	
I.i.1. Duly approved Order of Adjudication (1) Original Copy	Bureau of Internal Revenue -
I.i.2. Committee Report/Evaluation (1) Original Copy	Department of the Interior and Local Government - Office concerned
I.i.3. Medical Abstract/Record (1) Original Copy	Applicant / Client
I.i.4. Affidavit of the applicant (1) Original Copy	Applicant / Client
I.i.5. Affidavit of two (2) disinterested persons (1) Original Copy	Applicant / Client
I.i.6. Summary of the hospital expenses (1) Original Copy	Applicant / Client
I.i.7. Statement of Account/Bill (1) Original Copy	Applicant / Client
I.i.8. Official Receipts (1) Original Copy	Applicant / Client
I.j. REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL EXPENSES	
I.j.1. Approved Appointment (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.j.2. Certificate of Assumption to Office (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.j.3. Official Receipts/eOR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Cash Division/Unit
I.k. SPECIAL COUNSEL ALLOWANCE	
I.k.1. Office Order/Designation/Letter of the OSG (1) Original Copy	Applicant / Client

Remarks: *deputizing the claimant to appear in court as special counsel.*	
I.k.2. Certificate of Appearance (1) Original Copy	Applicant / Client
Remarks: *issued by the Office of the Clerk of Court.*	
I.k.3. Certification (1) Original Copy	Applicant / Client
Remarks: *that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented.*	
I.k.4. Certification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriation Act (GAA) of the amount per month.*	
I.k.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.l. HONORARIA FOR PERSONNEL INVOLVED IN GOVERNMENT PROCUREMENT	
I.l.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *creating and designating the BAC composition and authorizing the members to collect honoraria.*	
I.l.2. Minutes of BAC Meeting (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section

I.l.3. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *to the winning bidder of procurement activity being claimed.*	
I.l.4. Certification (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *that the procurement involves competitive bidding.*	
I.l.5. Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *listing names of attendees to the BAC meeting.*	
I.l.6. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipients do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2025 and any future amendments thereof.*	
I.l.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.m. HONORARIA FOR TEACHING PERSONNEL (DEPARTMENT OF EDUCATION (DepEd), TESDA, SUCs AND OTHER EDUCATIONAL INSTITUTIONS	
I.m.1. Certification from the Registrar/Dean of College (1) Original Copy	State Universities and Colleges -

	Bureau/Service/Office concerned
Remarks: *that the load is in excess of the regular load or outside the regular office hours.*	
I.m.2. Schedule of Classes (1) Original Copy	State Universities and Colleges - Bureau/Service/Office concerned
Remarks: *indicating the designated teaching personnel.*	
I.m.3. Certificate *Any of the following:*	
I.m.3.A. Certificate of Actual Conduct of Classes (1) Original Copy	Applicant / Client
---- OR ----	
I.m.3.B. Accomplishment Report (1) Original Copy	Applicant / Client
I.m.4. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to Item 7.13.1, Chapter VII of the DBM Manual on Position Classification and Compensation*	
I.m.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.n. HONORARIA FOR GOVERNING BOARDS OF COLLEGIAL BODIES	
I.n.1. Appointment/Designation as member of the Board (1) Original Copy	Applicant / Client
I.n.2. Certification (1) Original Copy	Applicant / Client
Remarks: *that the claimant is not an appointee to a regular position in the governing board of the collegial body who receives salaries, regular allowances and other benefits*	

I.n.3. Minutes of Meeting (1) Original Copy	Applicant / Client
Remarks: *Certified by the Board of Secretary*	
I.n.4. Attendance Sheet (1) Original Copy	Applicant / Client
Remarks: *certified by the Board of Secretary*	
I.n.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC No. 2007-510 dated May 8, 2007 and any future amendments thereof*	
I.n.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o. HONORARIA FOR RESOURCE PERSONS,COORDINATORS AND FACILITATORS	
I.o.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *of their designation with authority to collect honorarium*	
I.o.2. Authority to Conduct the Training/Seminar and the participants (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.3. Course Outline/Program (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.4. Letter/Invitation (1) Photo Copy	Applicant / Client
Remarks:	

to Guest Resource Speaker/Persons (as accepted/conformed)	
I.o.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC no. 2007-001 dated April 23, 2007 and any future amendments thereof*	
I.o.6. Report/Certification of DILG Coordinator/Focal Person (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *on the accomplishments of the lecturer, resource person and facilitator indicating (1) name of the lecturer, resource person and facilitator, (2) the actual days/hours rendered and (3) the covered activity/topic module*	
I.o.7. Daily Time Record (DTR) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for facilitator*	
I.o.8. Approved Activity/Training Design (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.9. Curriculum Vitae (1) Original Copy	Applicant / Client
Remarks: *of the lecturer, resource person and facilitator*	
I.o.10. Attendance Sheet (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks:	

duly signed by the DILG Training Coordinator/Focal person, in case the attendees of the activity are more than 50 participants	
I.o.11. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly signed by the Head of Office, in case the activity needs two or more lecturers/resource persons in the same time slot/s*	
I.o.12. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p. SPECIAL PROJECTS	
I.p.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for the creation of the Special Project Team*	
I.p.2. Special Project Plan (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.3. Terms of Reference (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.4. Accomplishment Report/Certificate of Completion of Project Deliverables (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC no. 2007-001 dated April 23, 2007 and any future amendments thereof*	

I.p.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q. SCIENCE AND TECHNOLOGICAL ACTIVITIES	
I.q.1. Office Order *Any of the following:*	
I.q.1.A. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
I.q.1.B. Authority to Claim Honoraria (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q.2. Plan/Program of Activities with specific deliverables/project output (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q.3. Accomplishment Report/Certificate of completion of programmed activities (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *certified by manager/Head/proponent of the Special Project and to be approved by the Head of the Agency or his/her designated official*	
I.q.4. Certificate of Acceptance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *by the Agency Head of the deliverables/project output*	
I.q.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to Section 4.3 on honoraria rates of DBM-DOST Joint Circular No. 01, s.*	

2013 dated June 25, 2013 and any future amendments thereof.	
I.r. LONGEVITY PAY	
I.r.1. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.r.2. Certification issued by the Personnel Officer (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 15 days of vacation leave without pay*	
I.r.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.s. LOYALTY CASH AWARD/INCENTIVE/SERVICE RECOGNITION AWARD-FOR INDIVIDUAL CLAIMS	
I.s.1. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.s.2. Certification of non-payment from previous office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for transferees*	
I.s.3. Certification from the HRO/U (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition*	
I.t. FOR GENERAL CLAIMS	

I.t.1. Loyalty Cash Award/Incentive Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.t.2. Certification from the HRO/U (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition*	
I.t.3. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.t.4. Letter to the bank (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
Remarks: *requesting to credit employees' account of their claims*	
I.t.5. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.u. OVERTIME PAY	
I.u.1. Overtime Authority (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *stating the necessity and urgency of the work to be done, names of personnel, the purpose of the expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash*	
I.u.2. Overtime work program (1) Original Copy	Applicant / Client
I.u.3. Quantified Overtime Accomplishment (1) Original Copy	Applicant / Client
Remarks:	

duly signed by the employee and supervisor	
I.u.4. Approved Daily Time Record *Any of the following:*	
I.u.4.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.u.4.B. Certificate of Service (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.u.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.v. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	
I.v.1. Proof of eligibility to receive PRAISE award (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in accordance with CSC Memorandum Circular (MC) No. 01-2001 dated January 26, 2001 and any future amendments thereof*	
I.v.2. Approved Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
I.w. MID YEAR/YEAR-END BONUS (YEB) AND CASH GIFT (CG)-FOR INDIVIDUAL CLAIMS	
I.w.1. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.w.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for new employee/transferee*	

I.w.3. Certification of non-payment from previous office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for transferees*	
I.w.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.x. GENERAL CLAIMS	
I.x.1. Payroll *Any of the following:*	
I.x.1.A. Bonus Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
---- OR ----	
I.x.1.B. CG Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.x.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.x.3. Letter to the Bank (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *to credit employees account of their Bonus and/or CG claims*	
I.x.4. Validated Deposit Slips (1) Photo Copy	Applicant / Client
I.x.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.y. HAZARD DUTY PAY	

I.y.1. Certification by the Secretary of DOST/DOH/DND/Director of PHILVOCS (1) Original Copy	Applicant / Client
Remarks: *that the place of assignment/travel is a strife-torn/embattled/disease-infested/distress or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcano activity or eruption*	
I.y.2. Time record/report *Any of the following:*	
I.y.2.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.y.2.B. Duly Accomplished Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.y.2.C. Travel Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.y.3. Special Order (1) Photo Copy	Applicant / Client
Remarks: *from the agency/department head covering the assignment to hazardous/difficult areas*	
I.y.4. Certification from DOST Secretary (1) Original Copy	Applicant / Client
Remarks: *For Non-DOST personnel, showing the degree of risk to hazards, actual exposure and rates*	
I.y.5. Certification from Chief Accountant (1) Original Copy	Applicant / Client

Remarks: *that the amounts received by the recipient/s are compliant with the rules and rates on hazard pay set under Item number 3 DBM-DOH Joint Circular No. 1, series of 2012 and DBM-DOH Joint Circular No. 1 series of 2013 and any future amendments thereof*	
I.z. RETIREMENT BENEFITS	
I.z.1. Updated Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *indicating the number of days on leave without pay and/or certification issued by the Human Resource Office/Unit (HRO/U) that the retiree did not incur any leave of absence without pay*	
I.z.2. Retirement Application (1) Original Copy	Applicant / Client
I.z.3. Office clearance from money/property accountability & administrative/criminal liability (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.4. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.5. Retirement Gratuity Computation (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.6. Certificate from the Office of the Ombudsman (1) Original Copy	Office of the Ombudsman - Bureau/Service/Office concerned
Remarks: *indicating whether or not the retiree has a pending criminal or administrative case*	
I.z.7. Affidavit of Undertaking with authority to deduct accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.8. Affidavit of Applicant (1) Original Copy	Applicant / Client
Remarks:	

that there is no pending criminal investigation or prosecution against him/her	
I.{. Additional requirements in case of resignation	
I.{.1. Employee's letter of resignation (1) Original Copy	Applicant / Client
Remarks: *duly accepted by the Agency Head*	
I.|. Additional requirements in case of death of claimant	
I.|.1. Death certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *authenticated by Philippine Statistics Authority (PSA)*	
I.|.2. Marriage Contract (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *issued by PSA*	
I.|.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *of all surviving legal heirs issued by PSA*	
I.|.4. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.|.5. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.|.6. Affidavit of two (2) disinterested parties (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage.*	
I.|.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.}. TERMINAL LEAVE BENEFITS	
I.}.1. Agency Clearance from money, property and legal accountability (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *from the Central Office and/or from Regional Office of last assignment*	
I.}.2. Ombudsman Clearance (1) Original Copy	Office of the Ombudsman - Bureau/Service/Office concerned
I.}.3. Employees Leave Card with Computed Leave Credits (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *as at last date of service by the Personnel Division/Unit/Office/Admin/Human Resources Office/Unit (HRO/U)*	
I.}.4. Approved Leave Application (1) Original Copy	Applicant / Client
I.}.5. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.}.6. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.}.7. Notice of Salary Adjustment (NOSA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks:	

showing the highest salary received if the salary under the last appointment is not the highest	
I.}.8. Computation of Terminal Leave Benefits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *duly signed/certified by the accountant*	
I.}.9. Applicant's Authorization (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *(in affidavit form) to deduct all financial obligations with the employer/agency/LGU*	
I.}.10. Affidavit of Applicant (1) Original Copy	Applicant / Client
Remarks: *that there is no pending criminal investigation or prosecution against him/her (RA No. 3019)*	
I.}.11. Employee's Letter of Resignation (1) Original Copy	Applicant / Client
Remarks: *In case of resignation, duly accepted by the Head of the Agency*	
I.~. Additional requirements in case of death of claimant	
I.~.1. Death Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.2. Marriage Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *of surviving legal heirs.*	
I.~.4. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.5. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.. MONETIZATION OF LEAVE CREDITS	
I..1. Approved Leave Application (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *with leave credit balance certified by the Human Resource Officer*	
I..2. Request for Monetization of Leave (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *covering more than 10 days duly approved by the Head of Agency*	
I.C. For monetization of 50 percent or more	
I.C.1. Clinical Abstract/Medical Procedures (1) Original Copy	Applicant / Client
Remarks: *to be undertaken in case of health, medical and hospital needs*	
I.C.2. Barangay Certificate (1) Original Copy	Applicant / Client
Remarks: *in case of need for financial assistance brought about by calamities, typhoons, fire, etc.*	

I.(.3. Justification on Financial Needs (1) Original Copy	Applicant / Client
Remarks: *for the education of employee or children*	
I.(.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.). COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE	
I.).1. Resolution (1) Original Copy	Department of the Interior and Local Government - Agency Union
Remarks: *signed by both parties incorporating the guidelines/criteria for granting CNA incentive*	
I.).2. Collective Negotiation Agreement (CNA) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.).3. Comparative statement of DBM approved level of operating expenses and actual operating expenses (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
I.).4. Proof of remittance to the National Treasury of its 50 percent dividends share or percentage (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *approved by the Department of Finance on the annual earnings for income-generating GCs/GFIs*	
I.).5. Certification issued by the Head of the Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement*	

I.).6. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.).7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J. OTHER EXPENDITURES	
Sub Situational Requirement/s	
J.a. UTILITY EXPENSES	
J.a.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
J.a.2. Receipt/Invoice *Any of the following:*	
J.a.2.A. Invoice/Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
J.a.2.B. Machine Validated Statement of Account/Bill (1) Original Copy	Applicant / Client
J.a.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.b. TELEPHONE/COMMUNICATION SERVICES	
J.b.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
J.b.2. Receipt/Invoice *Any of the following:*	
J.b.2.A. Invoice/Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
J.b.2.B. Machine Validated Statement of Account (1) Original Copy	Applicant / Client
---- OR ----	
J.b.2.C. Collection and Acknowledgment of Receipts (1) Original Copy	Applicant / Client
J.b.3. Certification by Agency Head (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
Remarks: *or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls*	
J.b.4. Authority from the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for entitlement to Mobile phone allowance*	
J.b.5. Certification from Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *and Property Officer that the employee was not issued a postpaid plan for mobile phone*	
J.b.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.c. EXTRAORDINARY AND MISCELLANEOUS EXPENSES	
J.c.1. Certification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provision of the GAA*	
J.c.2. Relevant Invoices/Receipts (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if the amount claims was spent for the purpose and in the amount exceeding the limit indicated in the provisions of the GAA*	

J.c.3. Minutes of Meeting (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if used for the purpose of meetings, seminars and conferences*	
J.c.4. Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.c.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K. PRISONER'S SUBSISTENCE ALLOWANCE	
Sub Situational Requirement/s	
K.a. By administration thru cash advance- Grant of Cash Advance	
K.a.1. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Jail Warden/Superintendent*	
K.a.2. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.b. Liquidation of Cash Advance	
K.b.1. Menu (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
K.b.2. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks:	

duly certified by the Jail Warden/Superintendent	
K.b.3. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.b.4. Summary of Committed and Released Inmates (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis duly signed by the Jail Warden/Superintendent*	
K.b.5. Certificate of Discharge (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis, if there is any, duly signed by the Jail Warden/Superintendent and other responsible officials*	
K.b.6. Report of Disbursement (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly supported with necessary documents depending on the nature of expenses*	
K.c. By Catering Contract	
K.c.1. Contract/Agreement *Any of the following:*	
K.c.1.A. Catering Contract Agreement (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
---- OR ----	
K.c.1.B. Memorandum of Agreement (MOA) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
K.c.2. Menu (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned

K.c.3. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Jail Warden/Superintendent*	
K.c.4. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.c.5. Summary of Committed and Released Inmates (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis duly signed by the Jail Warden/Superintendent and other responsible officials*	
K.c.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.d. ALL TYPES OF PROCUREMENT THROUGH PUBLIC BIDDING	
K.d.1. Approved Annual Procurement Plan(APP) and any amendment thereto (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Procurement Section
K.d.2. Approved Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *submitted to COA 5 days from its execution, supported by the ff:*	
Sub Requirement	
K.d.2.A. Invitation to Apply for Eligibility to Bid	
K.d.2.B. Letter of Intent	
K.d.2.C. Results of Eligibility Check/Screening	
K.d.2.D. Bidding Documents	

K.d.2.D.1. Bidding Documents (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *which include a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods and rental and repair contracts, and Terms of Reference (TOR) for consultancy services*	
K.d.2.E. Minutes of Pre-bid Conference, (ABC of 1M and above)	
K.d.2.F. Agenda and/or Supplemental Bulletins	
K.d.2.G. Bidder's Technical and Financial Proposals	
K.d.2.H. Minutes of Bid Opening	
K.d.2.I. Abstract of Bids	
K.d.2.J. Post-Qualification Report of TWG	
K.d.2.K. BAC Resolution declaring winning bidder	
K.d.2.L. Notice of Post Qualification	
K.d.2.M. BAC Resolution	
K.d.2.M.1. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending approval by the HOPE of the Resolution of the BAC recommending award of contract*	
K.d.2.N. Notice of Award	
K.d.2.O. Performance Security	
K.d.2.P. Program of Work and Detailed Estimates	
K.d.2.Q. Notice to Proceed	
K.d.2.Q.1. Notice to Proceed (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *indicating the date of receipt by the contractor*	
K.d.2.R. Detailed breakdown of the ABC	

K.d.2.S. Approved PERT/CPM Network Diagram and detailed computations of Contract Time	
K.d.2.T. Detailed Breakdown of the Contract Cost	
K.d.3. Advertisement of Invitation to Bid/Request for expression of interest (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
K.d.4. Documentary Requirements (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *under Sections 23.1 and 25.2b for infrastructure projects, 23.1 and 25.2a for goods, and 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184*	
K.d.5. Minutes of Pre-procurement Conference (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *for projects costing above 5M for infrastructure, and 1M and above for consulting services*	
K.d.6. Bid Evaluation Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.7. Ranking of short listed bidders for consulting services (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.8. Post Qualification Evaluation Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.9. Notice of Award, Notice to Proceed and Contract of Award in the PhilGEPS (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
K.d.10. Board Resolution authorizing the LCE to enter into contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *for LGU's*	
K.d.11. Evidence of Invitation of three observers in all stages of the procurement process (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.d.12. Request for purchase or requisition of supplies, materials, and equipment duly approved by proper authorities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.13. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.e. INFRASTRUCTURE - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.e.1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.e.2. Common to progress/final payments (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
K.e.2.A. Statement of Work Accomplished/Progress Billing	
K.e.2.B. Inspection Report by the Agency's Authorized Engineer	
K.e.2.C. Results of Test Analysis, if applicable	
K.e.2.D. Statement of Time Elapsed	
K.e.2.E. Monthly Certificate of Payment	
K.e.2.F. Contractor's Affidavit on payment of laborers and materials	
K.e.2.G. Pictures, before, during and after construction of items of work especially the embedded items	
K.e.2.H. Photocopy of vouchers of all previous payments	
K.e.2.I. Certificate of completion	
K.e.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.f. ADVANCE PAYMENT FOR MOBILIZATION COST - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.f.1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (1) Original Copy	Applicant / Client
K.f.2. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.f.3. Notice to Proceed (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.f.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.g. VARIATION ORDER/ CHANGE ORDER/EXTRAWORK ORDER - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.g.1. Approved Variation Order/ Change Order/ Extra Work Order (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.g.2. Approved Original Plans (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the affected portions of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded*	
K.g.3. Agency's Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *establishing the necessity/justifications for the need of such CO and/or EWO which shall include (a) Computation as to quantities of the addt'l works involved per item indicating the specific stations where such works are needed (b) date of inspection conducted andthe results (c) detailed estimate of the unit cost of such items of work for new unit costs includingthose expressed in volume/area/lump-sum lot*	
K.g.4. Approved/Revised PERT/CPM Network Diagram (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *shall be color coded reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations*	
K.g.5. COA Technical Evaluation Report for the original contract (1) Photo Copy	Commission on Audit - Bureau/Service/Office concerned

K.g.6. If the variation order to be reviewed is not the 1stvariation order, all the above requirements for all the previously approved variation orders, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report of the previously approved Variation Orders (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
K.g.7. Additional Performance Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in the prescribed form and amount if variation order exceeds 10% of the original contract cost*	
K.g.8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h. PROGRESS PAYMENT - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.h.1. Statement of Work Accomplished (SWA) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.2. Progress Billing Statement (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.3. Inspection Report by the Agency's Authorized Engineer (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.4. Results of Test Analysis (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *of applicable*	
K.h.5. Contractor's Affidavit (1) Original Copy	Department of the Interior and Local Governmentv - Bureau/Service/Office concerned
Remarks:	

on payment of laborers and materials	
K.h.6. Pictures/Geotagged Photos (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *before, during and after construction of items of work especially the embedded items*	
K.h.7. Certificate of Percentage of Completion (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i. FINAL PAYMENT	
K.i.1. As-Built Plans (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.2. Final Statement of Work Accomplished (SWA) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.3. Warranty Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.4. Certificate of Completion (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.5. Turn-over documents/transfer of projects and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.6. Certificate of Acceptance by the Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

K.i.7. Final Inspection Report of the Agency's authorized Engineers and/or Inspectorate Team (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.8. Statement of Time Elapsed (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.9. Pictures/Geotagged Photos (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *before, during and after construction of items of work especially the embedded items*	
K.i.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.j. RELEASE OF RETENTION MONEY	
K.j.1. Warranty Security (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand*	
K.j.2. Certification from the end-user (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *that the project is completed, inspected and accepted*	
K.j.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k. CONSULTING SERVICES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.k.1. Curriculum vitae of the consultant (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
K.k.2. Terms of Reference/Contract (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for first payment*	
K.k.3. Approved Consultancy Progress/Final Reports, and/or output required under the contract (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k.4. Progress/Final Billing (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k.5. Contract of Infrastructure Projects (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *subject of Project Management Consultancy Services*	
K.k.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.l. SUPPLIES, MATERIALS, EQUIPMENT AND MOTOR VEHICLE - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.l.1. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
K.l.2. Dealers/Suppliers' Invoices (1) Original Copy	Applicant / Client
Remarks: *showing the quantity, description of the articles, unit and total value duly signed by the dealer or his authorized representative*	
K.l.3. Results of Test Analysis (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
Remarks: *if applicable*	
K.l.4. Tax receipts from the Bureau of Customs or the BIR (1) Original Copy	Bureau of Customs - Bureau of Internal Revenue
Remarks: *indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government*	
K.l.5. Delivery Receipt (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Remarks: *duly received*	
K.l.6. Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative*	
K.l.7. Property Acknowledgment Receipt (PAR) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Remarks: *for equipment*	
K.l.8. Warranty Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

Remarks: *for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies*	
K.l.9. Authority to Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in case of motor vehicles*	
K.l.10. For procurement of drugs and medicines (1) Original Copy	Food and Drug Administration - Bureau/Service/Office concerned
Sub Requirement	
K.l.10.A. Certificate of product registration from Food and Drug Administration (FDA)	
K.l.10.B. Certificate of good manufacturing practices from FDA	
K.l.10.C. Batch release certificate from FDA	
K.l.10.D. Certification	
K.l.10.D.1. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the manufacturer that the supplier is an authorized distributor/dealer of the product/items, If the supplier is not the manufacturer*	
K.l.10.E. License to Operate from FDA	
K.l.10.E.1. License to Operate from FDA (1) Original Copy	Food and Drug Administration - Bureau/Service/Office concerned
Remarks: *with List of Sources (whether it is a manufacturer, importer, seller or distributor)*	
K.l.10.F. Certification by the Medical Officer	
K.l.10.F.1. Certification by the Medical Officer (1) Original Copy	Applicant / Client
Remarks:	

that medicines and drugs requisitioned is included in the PNDF Current Edition	
K.l.10.G. Delivery Receipt/Invoice	
K.l.10.G.1. Delivery Receipt/Invoice (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *bearing Lot Nos. and Expiry Dates of the drugs and medicines*	
K.l.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.m. GENERAL SUPPORT SERVICES (JANITORIAL, SECURITY, MAINTENANCE, GARBAGE COLLECTION AND DISPOSAL AND SIMILAR SERVICES) - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.m.1. Performance Appraisal Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.m.2. Statement of Account *Any of the following:*	
K.m.2.A. Statement of Account (1) Original Copy	Applicant / Client
---- OR ----	
K.m.2.B. Contractor's Bill (1) Original Copy	Applicant / Client
K.m.3. Record of Attendance/Service (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.m.4. Proof of remittance to concerned government agencies (1) Original Copy	Applicant / Client
Remarks: *[BIR/Social Security System (SSS)/Pag-Ibig/PhilHealth]*	
K.m.5. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereo (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

K.n. RENTAL CONTRACTS FOR PROPERTY - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.n.1. List of prevailing comparable property within vicinity (1) Original Copy	Applicant / Client
Remarks: *for first claim*	
K.n.2. Vicinity Map (1) Original Copy	Applicant / Client
Remarks: *for first claim*	
K.n.3. Bill/Invoices (1) Original Copy	Applicant / Client
K.n.4. Certificate of Occupancy (1) Original Copy	Applicant / Client
Remarks: *(space/building) for first claim*	
K.n.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.o. REPAIR AND MAINTENANCE OF AIRCRAFT, WATERCRAFTS, EQUIPMENT AND MOTOR VEHICLES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.o.1. Bills/Invoices (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.2. Pre-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.3. Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.4. Repair History of Property (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.5. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.o.6. Warranty Certificate (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.7. Certificate of Acceptance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.o.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L. PROCUREMENT THROUGH ALTERNATIVE MODES	
Sub Situational Requirement/s	
L.a. PROCUREMENT THROUGH LIMITED SOURCE BIDDING	
L.a.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.2. Proof of posting of invitation *Any of the following:*	
L.a.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.a.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.a.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.a.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
L.a.7. Request for purchase *Any of the following:*	
L.a.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.a.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.a.8. Delivery Invoice (1) Original Copy	Applicant / Client
L.a.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.10. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.11. Sword affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.12. Direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributor with known experience and proven capability on the requirements of the particular contract (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
L.a.13. Winning Bidder's Offer or Proposal (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.14. Abstract of Bids (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Remarks: *showing the most responsive and complying bidder from among the other bidders who participated*	
L.a.15. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.16. Documentary requirements under Sections 23.1 and 25.2b for infrastructure projects, 23.1 and 25.2a for goods, and 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184 (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.a.17. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review an in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.a.18. Bid security (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.19. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.b. PROCUREMENT THROUGH DIRECT CONTRACTING	
L.b.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.2. Proof of posting of invitation *Any of the following:*	
L.b.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.b.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.b.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.b.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.b.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.7. Request for purchase *Any of the following:*	
L.b.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.b.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.b.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.b.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.b.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	
L.b.13. Letter to selected manufactures/supplier/distributor to submit a price quotation and conditions of sale (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
L.b.14. Certificate of Exclusive Distributorship (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *issued by the principal*	
L.b.15. Certification form the agency's authorized official (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantage to the government*	
L.b.16. Certification of the BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of procurement at critical plant components and/or to maintain certain standards*	
L.b.17. Study/Survey (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks:	

done to determine the there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantage to the government	
L.b.18. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review an in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.19. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.c. PROCUREMENT THROUGH REPEAT ORDER	
L.c.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.2. Proof of posting of invitation *Any of the following:*	
L.c.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.c.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.c.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.c.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.7. Request for purchase	

Any of the following:	
L.c.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.c.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.c.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.c.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	
L.c.13. Original contract used as basis for repeat order indicating that it was awarded thru public bidding	Department of the Interior and Local Government -

(1) Photo Copy	Administrative Service
L.c.14. Certification from the Purchasing Dept/Office (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that the supplier has complied with all requirements under the original contract*	
L.c.15. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.d. PROCUREMENT THROUGH SHOPPING	
L.d.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.2. Proof of posting of invitation *Any of the following:*	
L.d.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.d.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.d.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.d.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.d.7. Request for purchase *Any of the following:*	
L.d.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.d.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.d.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.d.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	

L.d.13. Price Quotations (1) Original Copy	Applicant / Client
Remarks: *from at least three bonafide and reputable manufacturers/suppliers/ distributors*	
L.d.14. Abstract of Canvass (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.15. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.e. NEGOTIATED PROCUREMENT	
L.e.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.2. Proof of posting of invitation *Any of the following:*	
L.e.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.e.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.e.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.e.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.e.7. Request for purchase *Any of the following:*	
L.e.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.e.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.e.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.e.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	

L.f. IN CASE OF TWO FAILED BIDDINGS, EMERGENCY CASES, TAKE-OVER OF CONTRACT AND SMALL VVALUE PROCUREMENT	
L.f.1. Price Quotation/Bids/Final Offers (1) Original Copy	Applicant / Client
Remarks: *from at least be three invited suppliers*	
L.f.2. Abstract of submitted Price Quotation (1) Original Copy	Applicant / Client
L.f.3. BAC Resolution (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending award of contract to Lowest Calculated Responsive Bid*	
L.g. IN CASE OF TWO FAILED BIDDINGS	
L.g.1. Agency's offer for negotiations with selected suppliers, contractors or consultants (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.g.2. Certification of BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *on the failure of competitive bidding for the second time*	
L.g.3. Evidence of invitation of observers in all stages of the negotiation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.g.4. Eligibility documents in case of infrastructure projects (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.h. IN EMERGENCY CASES	
L.h.1. Justification as to the necessity of purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.i. IN CASE OF TAKE-OVER OF CONTRACTS	
L.i.1. Terminated Contract (1) Photo Copy	Department of the Interior and Local Government - Administrative Service

L.i.2. Reasons for the Termination (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.i.3. Negotiation document with the second lowest calculated bidder or the third lowest calculated bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors*	
L.i.4. Approval by the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.j. IN CASE OF SMALL VALUE PROCUREMENT	
L.j.1. Letter/Invitation to submit proposals (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.k. FOR ADJACENT OR CONTIGUOUS PROJECTS	
L.k.1. Original Contract and any Document (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *indicating that the same resulted from competitive bidding*	
L.k.2. Scope of Work (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *which should be related or similar to the scope of work of the original contract*	
L.k.3. Latest Accomplishment Report of the Original Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *showing that there was no negative slippage/delay*	
L.k.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
L.l. ADVERTISING EXPENSES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
L.l.1. Contract *Any of the following:*	
L.l.1.A. Job Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.l.1.B. Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.l.2. Bill/Statement of Account (1) Original Copy	Applicant / Client
L.l.3. Evidencing Publication *Any of the following:*	
L.l.3.A. Newspaper Clippings/Evidencing Publication (1) Photo Copy	Applicant / Client
---- OR ----	
L.l.3.B. CD in case of TV/Radio commercial (1) Electronic Copy	Applicant / Client
L.l.4. Approved Agency Media Plan (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *if any*	
L.l.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.m. FOR PROCUREMENT THROUGH AUTOMATIC DEBIT ARRANGEMENT (ADA) OR DIRECT PAYMENT	
L.m.1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.m.2. Letter request from the Head of the Agency to the Bank to pay/credit the account of the supplier (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.m.3. Confirmation from the Bank (1) Original Copy	Applicant / Client
Remarks: *that the account of the supplier has already been credited (for post audit purposes)*	
L.m.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.n. CULTURAL AND ATHLETIC ACTIVITIES	
L.n.1. Budget estimates approved by the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service
L.n.2. Office Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.n.3. Other requirement under procurement depending on the nature of expense and the mode of procurement adopted (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.n.4. Other supporting documents (1) Original Copy	Applicant / Client
M. HUMAN RESOURCE DEVELOPMENT AND TRAINING PROGRAM	
M.1. Budget estimates approved by the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
M.2. Schedule of Training (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *approved by the Head of the Agency*	
M.3. Statement of Account/Bills/Invoices (1) Original Copy	Applicant / Client
M.4. Official Receipts (1) Original Copy	Applicant / Client
M.5. Office Order/Terms of Reference (1) Original Copy	Department of the Interior and Local Government - Administrative Service

M.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
N. FINANCIAL EXPENSES	
N.1. Loan Agreements/Memorandum of Agreement (1) Original Copy	Applicant / Client
N.2. Statement of Account (1) Original Copy	Applicant / Client
N.3. Bank Debit memos (1) Original Copy	Applicant / Client
N.4. Certificate of full payment of loan (1) Original Copy	Applicant / Client
Remarks: *for final payment of loan amortization*	
N.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
O. LEGAL RETAINER'S FEE	
O.1. Notarized Retainers Contract (1) Original Copy	Department of the Interior and Local Government - Legal Service
Remarks: *not exceeding one year, between the concerned government agency and the private lawyer or law firm*	
O.2. Written approval of the OSG or the Office of the Government Corporate Counsel (OGCC) (1) Original Copy	Office of the Government Corporate Counsel - Bureau/Service/Office concerned
O.3. Board Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *authorizing the hiring of a private lawyer or law firm of the concerned government agency*	
O.4. Board Resolution (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Remarks: *authorizing the concerned government personnel/official to enter into a contract, if applicable*	
O.5. Certificate of Availability of Funds (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
Remarks: *duly verified by the Audit Team Leader*	
O.6. Written approval of COA (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
Remarks: *if not exempted under COA Circular No. 2021-003 dated July 16, 2021*	
P. ROAD RIGHT-OF-WAY (ROW)/REAL PROPERTY LAND	
P.1. Independent Appraisal Report (1) Certified True Copy	Applicant / Client
Remarks: *in accordance with RA No. 10752 and any future amendments thereof/Regional Committee Resolution indicating the valuation of the land*	
P.2. Applicable BIR Zonal Valuation (1) Certified True Copy	Applicant / Client
P.3. Authority/Agency Resolution to Purchase Land or Land Rights (1) Certified True Copy	Applicant / Client
Remarks: *indicating the approved/established valuations or BIR Zonal Valuations*	
P.4. Deed of Absolute Sale (1) Original Copy	Registry of Deeds - Bureau/Service/Office concerned
Remarks: *registered with the Register of Deeds where the land is located*	

P.5. Tax Clearance from Assessor's Office where the land is located (1) Certified True Copy	Applicant / Client
P.6. Certificate Authorizing Registration (CAR) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
P.7. Proof of payment of Capital Gains Tax (CGT) (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
P.8. Proof of payment of Documentary Stamp Tax (DST) (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
P.9. Proof of payment of Transfer Tax (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Sub Situational Requirement/s	
P.a. IF REGISTERED LAND	
P.b. IF WHOLE LOT IS ACQUIRED	
P.b.1. Transfer Certificate of Title (TCT) (1) Original Copy	Land Registration Authority - Bureau/Service/Office concerned
P.b.2. Certificate of Land Ownership Award/Original Certificate Title/Emancipation Patent (CLOA/OCT/EP) (1) Certified True Copy	Register of Deeds - Bureau/Service/Office concerned
P.b.3. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks: *certified as true copy by the Assessor's Office in the name of the procuring entity or previous owner depending on the provisions of the sale*	
P.c. IF PORTION OF LAND IS ACQUIRED	
P.c.1. Transfer Certificate of Title (TCT) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
P.c.2. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned

Remarks: *in the name of the procuring entity or previous owner with annotation of sale*	
P.d. IF UNREGISTERED LAND	
P.d.1. Tax Declaration (TD) (1) Certified True Copy	Applicant / Client
Remarks: *in the name of the procuring entity or previous owner with annotation of sale*	
P.d.2. Notarized Affidavit of Ownership (1) Original Copy	Applicant / Client
P.d.3. Certification from the City/Municipal Treasurer (1) Original Copy	Applicant / Client
Remarks: *that the claimant is the sole entity paying the taxes for the property for the past five years*	
P.d.4. Notarized joint affidavit of two adjoining landowners or Barangay/Local Officials concerned attesting to the ownership of the land (1) Original Copy	Applicant / Client
P.d.5. If claim for payment or amount of sale exceeds P50,000 (EO No. 1035), certified photocopy of Claimant's Surety/Indemnity Bond issued by any Insurance Company duly accredited by the Insurance Commission (1) Original Copy	Applicant / Client
P.e. FOR PAYMENT BY COURT DECISION	
P.e.1. Court Decision (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks: *registered with the Register of Deeds where the land is located including all annexes referred to in the Court Decision*	
P.e.2. Transfer Certificate of Title (TCT) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
P.e.3. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks:	

in the name of the procuring entity or previous owner with annotation of sale	
P.e.4. Entry of Judgment (1) Original Copy	Land Registration Authority - Bureau/Service/Office concerned
P.f. LOCATION OF THE PROPERTY AFFECTED BY THE PROJECT	
P.f.1. Parcillary Plan (1) Original Copy	Applicant / Client
P.f.2. Vicinity Plan (1) Original Copy	Applicant / Client
P.f.3. Subdivision Plan (1) Original Copy	Applicant / Client
Remarks: *if claim is for portion of lot*	
P.f.4. Approved Lot Plan (1) Original Copy	Applicant / Client
Q. STRUCTURE/HOUSE	
Q.1. Approved and Notarized Agreement to Demolish and Remove Improvements (ADRI) / Notarized voluntary undertaking to vacate the project area (1) Original Copy	Municipal - Office Concerned
Q.2. Certificate of Total Demolition (1) Original Copy	Municipal - Office Concerned
Q.3. Computation of Replacement Cost (1) Original Copy	Applicant / Client
Remarks: *duly approved by implementing Office Director supported with current abstract of canvass of construction materials*	
Q.4. Sketch plan/drawing of house/structure (1) Original Copy	Applicant / Client
Q.5. Map showing the location of the structure/house in the project-affected area (1) Original Copy	Municipal - Office Concerned
Q.6. Title (TCT/OCT or CLOA/EP) and TD of land where the house/ structure is erected (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Q.7. Notarized landowner's waiver of right/quitclaim to affected houses/structures or establishments	Applicant / Client

(1) Original Copy	
Remarks: *if payments will be made to claimants other than the owner*	
Q.8. Notarized affidavit of ownership with Waiver Right/Quitclaim to affected house/structure (1) Original Copy	Applicant / Client
Q.9. Owner's identification (ID) (1) Photo Copy	Applicant / Client
Q.10. Residence Certificate (1) Original Copy	Barangay - Office Concerned
Q.11. Barangay Clearance (1) Original Copy	Barangay - Office Concerned
Q.12. Masterlist of Project-Affected-Persons (PAPs) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *indicating the names of affected house/structure owners approved by authorized personnel*	
Q.13. Pictures of the Structures (1) Original Copy	Applicant / Client
Remarks: *before, during and after the demolition*	
R. IMPROVEMENTS (TREES, PLANTS, GROWING FRUITS, ETC.)	
R.1. Permit issued by the Department of Environment and Natural Resources (DENR) to cut plants, forest trees and fruit bearing trees on areas affected by the project. (1) Original Copy	Department of Environment and Natural Resources - Bureau/Service/Office concerned
R.2. Affected Trees/Crops Inventory (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Agency's Project Committee/Authorized Officer and showing among others the following:* • *Lot number as indicated in the project plan and the owner* • *Number of Items, specifics classification, diameter, height* • *Owner of trees/plants/crops; and price*	

R.3. Quitclaim *Any of the following:*	
R.3.A. Quitclaim (1) Original Copy	Applicant / Client
---- OR ----	
R.3.B. Waiver issued by the lot owner (1) Original Copy	Applicant / Client
Remarks: *if he is not the claimant*	
R.4. Map/Sketch Plan (1) Original Copy	Applicant / Client
Remarks: *showing the location of the improvement in the project-affected area*	
R.5. Resolution/approval of valuation of damaged improvement (1) Original Copy	Municipal - Office Concerned
R.6. Copy of approved valuation of crops, plants and trees (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *issued by concerned government agency*	
R.7. Notarized Affidavit of Ownership with Right/Quitclaim to affected improvements (1) Original Copy	Municipal - Office Concerned
R.8. Latest updated Master list of PAPs approved by proper authorities (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Sub Situational Requirement/s	
R.a. IF REGISTERED LAND	
R.a.1. TCT/OCT *Any of the following:*	
R.a.1.A. TCT/OCT (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
---- OR ----	

R.a.1.B. CLOA/EP (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
R.b. IF UNREGISTERED LAND	
R.b.1. Tax Declaration (TD) (1) Certified True Copy	Applicant / Client
R.b.2. Notarized joint affidavit of two adjoining landowners or Barangay/Local Officials concerned attesting to the ownership of the land (1) Original Copy	Applicant / Client
R.c. IF PAYMENT THROUGH COURT DECISION	
R.c.1. Court Decisions (Final Order/Decisions) *Any of the following:*	
R.c.1.A. Court Decisions (Final Order/Decisions) (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
---- OR ----	
R.c.1.B. Notice/Certificate of Finality of Decision (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
S. SALARY OF CONTRACT OF SERVICE (COS)/JOB ORDERS (JO)	
S.1. Notarized Contract received by COA (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.2. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
S.3. In Case of Handwritten DTR shall be supported with *Any of the following:*	
S.3.A. Raw Swipe from Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
S.3.B. Logbook Entries (1) Original Copy	Applicant / Client
Remarks: *duly certified by the CSU, AS*	

S.4. Duly signed SPSMS Monthly DPCR Monitoring Form No. 4 (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.5. DO/PTL noted by the CSU/TO and CA (1) Original Copy	Department of the Interior and Local Government - Record Section
Remarks: *for official travels/businesses*	
S.6. DO if Exempted on Using the Biometrics Machine (1) Photo Copy	Department of the Interior and Local Government - Record Section
S.7. Certificate of Services rendered (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *signed by immediate supervisor, If exempted to the usage of biometrics*	
S.8. BIR Certifications (1) Photo Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Remarks: *BIR Forms 1901/0605, Certificate of Registration*	
S.9. Members Data Record (MDR) (1) Original Copy	Philhealth - Website
S.10. Clearance (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *end of Contract/resignation/termination*	
S.11. Overtime Order (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service

Remarks: *for rendered OT*	
S.12. Accomplishment Report (1) Original Copy	Applicant / Client
Remarks: *Report duly certified by Supervisors for rendered OT*	
S.13. Permission Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
Remarks: *if any*	
Sub Situational Requirement/s	
S.a. FOR COMMUNITY FACILITATORS	
S.a.1. Work Plan (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.2. Implementation Diary (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.3. Overtime Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.4. Notarized Contract received by COA (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.a.5. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
S.a.6. In Case of Handwritten DTR shall be supported with *Any of the following:*	
S.a.6.A. Raw Swipe from Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	

S.a.6.B. Logbook Entries (1) Original Copy	Applicant / Client
Remarks: *duly certified by the CSU, AS*	
S.a.7. Duly signed SPSMS Monthly DPCR Monitoring Form No. 4 (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.a.8. DO/PTL noted by the CSU/TO and CA (1) Original Copy	Department of the Interior and Local Government - Record Section
Remarks: *for official travels/businesses*	
S.a.9. DO if Exempted on Using the Biometrics Machine (1) Photo Copy	Department of the Interior and Local Government - Record Section
S.a.10. Certificate of Services rendered (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *signed by immediate supervisor, If exempted to the usage of biometrics*	
S.a.11. BIR Certifications (1) Photo Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Remarks: *BIR Forms 1901/0605, Certificate of Registration*	
S.a.12. Members Data Record (MDR) (1) Original Copy	Philhealth - Website
S.a.13. Clearance (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *end of Contract/resignation/termination*	

S.a.14. Overtime Order (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *for rendered OT*	
S.a.15. Accomplishment Report (1) Original Copy	Applicant / Client
Remarks: *Report duly certified by Supervisors for rendered OT*	
S.a.16. Permission Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
Remarks: *if any*	
T. DEATH CLAIM BENEFIT	
T.1. Death Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
T.2. Marriage Contract authenticated by PSA, if applicable (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
T.3. Marriage Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *If the claimant is the widow/widower of the DBO*	
T.4. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Office Concerned
Remarks: *of the deceased or affidavit of two (2) disinterested parties (if the deceased barangay official is single and the claimant is his/her parent/brother/sister*	
T.5. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *if applicable*	
T.6. Waiver of rights if there is more than one beneficiary in cases of siblings (1) Original Copy	Applicant / Client
T.7. Affidavit of Guardianship (1) Original Copy	Applicant / Client
Remarks: *if the deceased is the widow/widower/ single if the claimant is the guardian of the children who are minors*	
T.8. In the absence of the primary and secondary beneficiaries, the claimant may present *Any of the following:*	
T.8.A. Valid ID (1) Original Copy	Applicant / Client
---- OR ----	
T.8.B. Certification from the Barangay (1) Original Copy	Applicant / Client
Remarks: *that the claimant is a resident of the barangay*	
T.9. Special Power of Attorney (1) Original Copy	Applicant / Client
Remarks: *in case claimant/s cannot personally do the transaction.*	
T.10. Valid ID of Claimant/Beneficiary but not limited to: *Any of the following:*	
T.10.A. Voter's ID (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.B. Driver's License (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.C. Postal ID (1) Photo Copy	Applicant / Client
---- OR ----	

T.10.D. Passport (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.E. Certification from the Barangay (1) Original Copy	Applicant / Client
Remarks: *that he/she is a resident of the said barangay*	
T.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
U. HONORARIA OF LTIA BOARD MEMBERS	
U.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Record Section
U.2. Accomplishment Report (1) Original Copy	Applicant / Client
U.3. Computation/Basis of amount of honoraria (1) Original Copy	Applicant / Client
U.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
V. MID-YEAR BONUS (MYB)	
Sub Situational Requirement/s	
V.a. FOR INDIVIDUAL CLAIMS	
V.a.1. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
V.a.2. Certification from head of Office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the employee is qualified to receive the MYB*	
V.a.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
V.b. FOR GENERAL CLAIMS	
V.b.1. MYB Payroll (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
V.b.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
V.b.3. Letter to the Bank (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *to credit employees' account of their MYB claims*	
V.b.4. Deposit Slips (1) Original Copy	Applicant / Client
V.b.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
W. PERFORMANCE BASED BONUS (PBB)	
W.1. PBB Payroll (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
W.2. Guidelines (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *if applicable*	
W.3. Certification from the Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
W.4. Certification of Non-receipt of Bonus (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

W.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X. MEALS (reimbursement)	
X.1. Certified Correct Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.2. Certificate of Attendance duly signed by the Head Of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.3. Approved Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.4. 3 Quotations (1) Photo Copy	Department of the Interior and Local Government - General Service Division
X.5. Approved PPMP (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.6. Official Receipts/Cash invoice (1) Original Copy	Applicant / Client
X.7. Activity Report/Minutes of the Meeting/Program of Activities signed by the Head of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.8. Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.9. Inspection & Acceptance Report (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
X.10. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks:	

If theres a Rescheduling of the activity or why It didn't go through procurement	
Y. CATERING, LEASE OF VENUE AND ACCOMMODATION	
Y.1. Certified Correct Attendance Sheet signed per day -(AM and PM) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.2. Original Statement of Account/Charge Invoice/Delivery Receipt/Bill or Official Receipts (1) Original Copy	Supplier - Biller
Y.3. Notarized Contract Received by COA/Approved Purchase Order/Job Order/MOA and comment of Legal Service (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.4. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if late submission of Contract to COA*	
Y.5. Approved Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.6. 3 Quotations (with menu) (1) Photo Copy	Department of the Interior and Local Government - General Service Division
Y.7. Approved APP/PPMP/Supplemental PPMP (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.8. BAC Resolution (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
Y.9. Certificate of Availability of Funds (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Y.10. Certificate of Attendance signed by the Head of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

Y.11. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if the amount exceeded the allowable allocation/contract price*	
Y.12. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if no. of participants is less than the guaranteed participants in the contract*	
Y.13. Program of Activities (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.14. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for the rescheduling of the activity*	
Y.15. Omnibus Sworn Statement (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.16. Cert. of Registration from PhilGEPs (1) Photo Copy	PhilGEPs - PhilGEPs
Y.17. Latest Income/Business Tax Return and Business Permit (1) Photo Copy	Applicant / Client
Y.18. Approved Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Y.19. Request for Quotation (1) Photo Copy	Applicant / Client
Remarks:	

at least 3 suppliers	
Y.20. PhilGeps Posting for catering services Php 50,000 and above, if applicable (1) Photo Copy	PhilGeps - PhilGeps
Y.21. PhilGEPS posting of Award of Notice (1) Photo Copy	PhilGeps - PhilGeps
Y.22. Abstract of Quotation (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.23. Duly Signed Inspection and Acceptance Report (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.24. Terminal Report/Post Activity Report/Minutes of Meeting (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.25. Order/Memorandum for the conduct of training/seminar (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.26. Notice of Award (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.27. Notice to proceed (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.28. Requisition and Issue Slip (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.29. Registration Card/Sheet (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.30. Order Slip (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.31. Invitation (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.32. Office/Travel Order of Visitors (1) Photo Copy	Department of the Interior and Local Government - Administrative Service

Remarks: *for indirect invitation*	
Y.33. Rooming List/Guest Folio (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.34. Letter of Authorization (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Y.35. Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.36. Compliance Rating (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.37. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z. SUPPLIES PURCHASED THRU PS-DBM	
Z.1. Approved Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Z.2. Approved and Funded APR (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Z.3. Approved Approved PPMP-highlight the items to be procured (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.4. Changes on the amount in the PR should be typewritten and initialed by authorized official (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.5. Price Quotation and Stock Availability Certification (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.6. Purchase Order (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.7. Duly Accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Z.8. Inspection Report (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.9. Requisition and Issue Slip/Inventory Custodian Slip/Property Acknowledgement Receipt (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Z.10. Training/Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.11. Annual Procurement Plan (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.12. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
[. PAYMENT FOR MOBILIZATION FEE	
[.1. Irrevocable Standby Letter of Credit/ Security bond/Bank Guarantee (1) Photo Copy	Applicant / Client
[.2. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
\. REMITTANCES TO VARIOUS FINANCIAL INSTITUTIONS	
\.1. Summary of Remittance (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *Employee and/or Employer Contributions signed by the Accountant*	
\.2. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
]. FIDELITY BOND	
].1. Whichever is Applicable *Any of the following:*	

].1.A. Notice of Renewal from Bureau of Treasury (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
---- OR ----	
].1.B. Request for Bonding (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
---- OR ----	
].1.C. Cancellation of Bond of Accountable Officials and Employees (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].2. List of Accountable Public Officers and Employees/List of Bonded Officials certified by CAO (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
Remarks: *Form N - New/Form B - Renewal*	
].3. Form 57A with ID Picture (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].4. Form 58A with ID Picture (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].5. Official Receipt (1) Original Copy	Applicant / Client
Remarks: *in case of reimbursement*	
].6. Confirmation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of reimbursement*	
].7. Statement of Assets, Liabilities and Net worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
].8. Regional Order - Designation of Bonded Officer (1) Original Copy	Department of the Interior and Local Government - Administrative Service

].9. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
^. LEASE PURCHASE	
^.1. Notarized contract received by COA (1) Original Copy	Department of the Interior and Local Government - Record Section
^.2. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.3. 3 Quotations (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.4. Approved PPMP/BAC (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.5. Certificate of Sole Distributorship(Exclusive Dealer) (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.6. Statement of Account (1) Photo Copy	Applicant / Client
^.7. Property Acknowledgement Receipt (PAR) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.8. Income/Business Tax Return & Business Permit (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.9. Certificate of Registration from PhilGEPs (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
_. SUBSCRIPTIONS	

_.1. BAC Resolution (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
_.2. PPMP/Approved APP (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Procurement Section
_.3. Contract received by COA (1) Original Copy	Applicant / Client
_.4. Statement of Account (1) Original Copy	Applicant / Client
_.5. Delivery Receipt/Certification of Delivery (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
_.6. Approved Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
_.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
`. RELEASE OF ASSISTANCE FOR FORMER REBELS (FRS) E-CLIP	
Sub Situational Requirement/s	
`.a. A. FOR REINTEGRATION ASSISTANCE, IMMEDIATE ASSISTANCE AND LIVELIHOOD ASSISTANCE	
`.a.1. JAPIC Certification (1) Original Copy	Regional Office - National Barangay Operations Office
`.a.2. E-CLIP Enrolment Form (1) Original Copy	Regional Office - National Barangay Operations Office
`.a.3. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
`.b. B. FIREARMS REMUNERATION	
`.b.1. Property Turn-In Slip (PTIS) (1) Original Copy	Regional Office - National Barangay Operations Office
`.b.2. Technical Inspection Report (TIR) (1) Original Copy	Regional Office - National Barangay Operations Office
`.b.3. Cost Valuation Certificate (1) Original Copy	Regional Office - National Barangay Operations Office

`.b.4. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
`.c. C. FOR CONSTRUCTION AND/OR REHABILITATION OF EXISTING FACILITY TO SERVCE AS HALFWAYHOUSE BY LGU OR RECEIVING UNIT	
`.c.1. Request from the LGU/ Receiving Unit (1) Original Copy	Regional Office - National Barangay Operations Office
`.c.2. Program of Works (1) Original Copy	Regional Office - National Barangay Operations Office
`.c.3. Sanggunian Resolution (LGU) (1) Original Copy	Regional Office - National Barangay Operations Office
Remarks: *if applicable*	
`.c.4. Proof of Donation of Land (1) Photo Copy	Regional Office - National Barangay Operations Office
`.c.5. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
a. RELEASE OF SGLG INCENTIVE	
a.1. Annual Investment Program AIP or Local Development Investment Program (LDIP)/Provincial Development Investment Program (PDIP) (1) Certified True Copy	Regional Office - Bureau/Service/Office concerned
Remarks: *for the year (page indicating the project by the Secretary of the Sanggunian)*	
a.2. Checklist of Project (Annex D) (1) Original Copy	Regional Office - Bureau/Service/Office concerned
Remarks: *indicating the proposed project duly approved by the LCE*	
a.3. Certification from Agency Accountant or Bank certified of the Existing Trust Fund Account of LGUs for new awardees (1) Original Copy	Regional Office - Bureau/Service/Office concerned
a.4. Other supporting documents necessary based on the guidelines for the year (1) Original Copy	Regional Office - Bureau/Service/Office concerned
b. DONATIONS	

b.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Record Section
b.2. Letter Request (1) Original Copy	Applicant / Client
b.3. BAC Resolution (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
b.4. Deed of Donation (1) Original Copy	Applicant / Client
b.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c. INTERNET/COMMUNICATION EXPENSES	
c.1. Call Cards/Receipt *Any of the following:*	
c.1.A. Call Cards (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
c.1.B. Official Receipt (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c.2. SOA and Official Receipt (1) Original Copy	Applicant / Client
c.3. Certification that the calls made/internet usage are official (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d. CHECKBOOKS AND ACCOUNTABLE FORMS/OFFICIAL RECEIPTS	
Sub Situational Requirement/s	
d.a. A. CHECKBOOKS (MDS AND TRUST FUND)	

d.a.1. Approved Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
d.a.2. Request to order checks (1) Original Copy	Department of the Interior and Local Government - Administrative Service
d.a.3. Authorization to order check books issued by Bureau of Treasury (1) Original Copy	Department of the Interior and Local Government - Administrative Service
d.a.4. Monthly Estimates/Accounts Payable that cannot be paid through ADA (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
d.a.5. Statement of Accountability for Accountable Forms w/o Money Value (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.a.6. Loan Agreements/Memoranda of Agreement together with supporting documents (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if applicable*	
d.a.7. Bank Debit Memos (1) Original Copy	Applicant / Client
Remarks: *if applicable*	
d.a.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.b. B. ACCOUNTABLE FORMS/OFFICIAL RECEIPTS	
d.b.1. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.b.2. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

e. TRAINING REGISTRATION/TRAINING FEE	
e.1. Travel Order/Regional Order/Provincial Order/ Department Order of Attendees (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.2. Invitation/Memorandum (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if applicable*	
e.3. Official receipt/s (1) Original Copy	Applicant / Client
Remarks: *for reimbursement, if paid by attendee*	
e.4. Certificate of attendance for the training (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.5. Statement of Account (1) Original Copy	Applicant / Client
e.6. Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the copy of DV with corresponding documentary requirements depending on the type of claim. **Location:**	1.1. Receive and check the documents.	None	1 hour/s	• Administrative Aide IV/VI/ Administrative Assistant II; Finance and

Financial Management Service - Budget Division - Receiving Area				Administrative Section
	1.2. Process DV by checking the completeness and appropriateness of supporting documents and its compliance with auditing and accounting rules and regulations, and record the details of the claim on the Individual Index of Payment (IIP) Card.		2 working day/s	• Administrative Aide IV/VI/ Administrative Assistant II; Finance and Administrative Section
	1.3. Verify the availability of cash.		30 minute/s	• Administrative Aide IV/VI/ Administrative Assistant II; Finance and Administrative Section
	1.4. Review and approve the processed DV through reviewing the completeness and appropriateness of the supporting documents and its compliance with accounting and auditing rules and regulations and accuracy in the computation of the claim.		1 hour/s	• Administrative Aide IV/VI/ Administrative Assistant II; Finance and Administrative Section
	1.5. Release approved DV to approving officials.		30 minute/s	• Administrative Aide IV/VI/ Administrative Assistant II; Finance and

				Administrative Section
	1.6. Receive, record, and check the approved/signed DV with attached supporting documents and determine whether LDDAP-ADA or check.		1 hour/s	• Administrative Aide IV/VI/ Administrative Assistant II; Finance and Administrative Section
	1.7. Review and verify the completeness of signature on the DV and review the amount of the check against the DVs.		30 minute/s	• Administrative Aide IV/VI/ Administrative Assistant II; Finance and Administrative Section
	1.8. Prepare the check and record in the check register.		40 minute/s	• Administrative Assistant II; Finance and Administrative Section
	1.9. Review and sign the check.		7 hour/s, 30 minute/s	• Administrative Assistant II; Finance and Administrative Section
	1.10. Route all reviewed checks with supporting documents to designated signatories.		30 minute/s	• Administrative Assistant II; Finance and Administrative Section
	1.11. Prepare LDDAP - Advice of Checks Issued and Cancelled (ACIC) and route the LDDAP-ACIC to		20 minute/s	• Administrative Assistant II; Finance and

	authorized signatories.			Administrative Section
	1.12. Sign the LDDAP-ACIC		30 minute/s	• Provincial Director; Finance and Administrative Division (FAD)
2. Receive payment through direct credit to payee's bank account or through check and accomplish the Client Satisfaction Survey (CSS). **Location:** Online Banking	2. Transmit approved LDDAP-ADA, LDDAP-ACIC, and FinDES to the Government Servicing Bank (LBP) for crediting to payee's/claimant's bank account or release check to client and administer CSS.	None	1 hour/s	• Administrative Aide VI/Administrative Assistant I/II/ Administrative Officer III; Cash Section
Total Processing Time:		Working Days: 3 working day/s, 7 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Processing and Payment of Claims - Regional Office

To facilitate the processing and payment of various claims thru LDDAP-ADA or issuance of check in accordance with accounting rules and regulations.

Office or Division:	Financial and Management Service (FMS)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG LG Officials and Employees, Financial Institutions (e.g., GSIS, HDMF, EMPC, PHIC, PALIC, AMSLAI, etc.), National Government Agencies (NGAs)/Local Government Units (LGUs), State Universities and Colleges (SUCs)/Civil Society Organizations (CSOs), Suppliers/Dealers, Other Claimants
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Obligation Request and Status (1) Original Copy And (3) Photo Copy	Commission on Audit - Online Website
Remarks: *Template downloadable at the COA website/ Government Accounting Manual Vol.2 - Appendix 11*	
2. Disbursement Voucher (1) Original Copy And (1) Photo Copy	Commission on Audit - Online Website
Remarks: *Template downloadable at the COA website/ Government Accounting Manual Vol.2 - Appendix 32*	
For Situational Requirement	
A. CASH ADVANCES	
Sub Situational Requirement/s	
A.a. PAYROLL FUND FOR SALARIES, WAGES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES	
A.a.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary

Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)*	
A.a.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.a.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of the Treasury - Bureau of the Treasury
Remarks: *For the year of cash accountability amounting to Php 5,001.00 and above, or such other minimum amount as may be prescribed by the Bureau of the Treasury (upon the set-up of new/renewed accountability).*	
A.a.4. Approved Payroll (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List of payees indicating their net pay*	
A.a.5. Approved authority (1) Original Copy	Office of the President - Online website
Remarks: *(presidential directive or legislative enactment) or legal basis to pay any allowance/salaries/wages/fringe benefits)*	
A.b. PETTY CASH FUND	
A.b.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary
Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for*	

initial cash advance)	
A.b.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.b.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of the Treasury - Bureau of the Treasury
Remarks: *For the year of cash accountability amounting to Php 5,001.00 and above, or such other minimum amount as may be prescribed by the Bureau of the Treasury (upon the set-up of new/renewed accountability).*	
A.b.4. Summary of Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *Approved Estimates of petty expenses for one month (initial set-up)*	
A.c. FIELD/ACTIVITY CURRENT OPERATING EXPENSES (COE)	
A.c.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Office of the Secretary
Remarks: *Authority of the accountable officer issued by the Head of Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance)*	
A.c.2. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	

A.c.3. Approved application for bond and/or Fidelity Bond (1) Original Copy	Bureau of the Treasury - Bureau of the Treasury
Remarks: *For the year of cash accountability amounting to Php 5,001.00 and above, or such other minimum amount as may be prescribed by the Bureau of the Treasury (upon the set-up of new/renewed accountability).*	
A.c.4. Approved budget for COE of the agency field office or agency activity in the field (1) Original Copy	Department of the Interior and Local Government - FMS/FAD/FAS
Remarks: *Approved budget for COE of the agency field office or agency activity in the field*	
A.d. TRAVEL EXPENSES	
A.d.1. Duly approved Office Order/Travel Order (1) Original Copy	Department of the Interior and Local Government - Office of the Undersecretary for Operations
A.d.2. Duly approved itinerary of travel (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
A.d.3. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.d.4. Quotation of plane fare for similar dates (1) Original Copy	Airline/ticketing office/travel agency - Online Website
Remarks: *From at least three airline companies/travel agencies or their equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor*	
A.d.5. Letter of invitation (1) Photo Copy	Requesting entity - N/A
Remarks:	

From host/sponsoring agency/organization	
A.e. FOREIGN TRAVEL	
A.e.1. Duly approved Office Order/Travel Order (1) Original Copy	Department of the Interior and Local Government - Office of the Undersecretary for Operations
A.e.2. Duly approved itinerary of travel (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
A.e.3. Certification of No Unliquidated Cash Advance (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service/Accounting Division
Remarks: *Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books*	
A.e.4. Letter of invitation (1) Photo Copy	Requesting entity - N/A
Remarks: *From host/sponsoring agency/organization*	
A.e.5. Flight itinerary (1) Original Copy	Airline/Ticketing office/Travel agency - Online Website
Remarks: *Issued by the airline ticketing office/travel agency*	
A.e.6. Quotation of plane fare for similar dates (1) Original Copy	Airline/ticketing office/travel agency - Online Website
Remarks: *From at least three airline companies/travel agencies or their equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor*	
A.e.7. Authority from the Office of the President to claim representation expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

A.e.8. In case of seminars / trainings: (1) Original Copy	Department of the Interior and Local Government - Concerned Office
Sub Requirement	
A.e.8.A. Acceptance of the nominees as participants issued by the foreign country	
A.e.8.B. Programme Agenda and Logistics Information	
B. LIQUIDATION OF CASH ADVANCES	
Sub Situational Requirement/s	
B.a. PAYROLL FUND FOR SALARIES, WAGES, ALLOWANCES, HONORARIA AND OTHER SIMILAR EXPENSES	
B.a.1. Report of Cash Disbursements (1) Certified True Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *Certified correct by the accountable officer*	
B.a.2. Approved payroll/vouchers duly acknowledged/signed by the payee/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.a.3. Duly verified/approved accomplishment report, in case of payment personnel under “job order” status (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.a.4. Receipts (1) Original Copy	Applicant / Client
Sub Requirement	
B.a.4.A. Official Receipt (OR)/printed electronic Official Receipt	
B.a.4.B. Acknowledgment Receipt or equivalent	
B.a.5. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: *If claimed by person other than the payee*	
B.b. PETTY CASH FUND	
B.b.1. Report on Paid Petty Cash Vouchers (1) Original Copy	Department of the Interior and Local Government - Petty cash

	Custodian per Office
B.b.2. Approved Purchase Request with Certificate of Emergency Purchase (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.3. Bills, Receipts, Sales Invoices (1) Original Copy	Applicant / Client
B.b.4. Certification of Expenses not Requiring Receipt or Reimbursement Expenses Receipts (1) Original Copy	Applicant / Client
B.b.5. Inspection and Acceptance Report or Certificate of Inspection and Acceptance (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.6. Pre-/Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.b.7. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
Remarks: *In case of replacement/repair*	
B.b.8. Approved trip ticket (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/Motorpool Section
Remarks: *For gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable to government vehicles only).*	
B.b.9. Canvass (1) Original Copy	Applicant / Client
Remarks: *From at least three suppliers, as prescribed for purchases amounting to Php 2,000.00 and above or othe amount that may be prescribed in the future, except for purchases made while on official travel.*	
B.b.10. Summary/Abstract of Canvass (1) Original Copy	Commission on Audit - N/A

B.b.11. OR/e-OR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Petty Cash Custodian per Office
Remarks: *In case of refund of PCF*	
B.b.12. Inventory Custodian Slip for semi-expendable items (1) Original Copy	Department of the Interior and Local Governent - Supply Officer per Office
B.b.13. For Meals and Snacks charged to PCF (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.b.13.A. Notice of Meeting with Agenda/ Meeting's Purpose	
B.b.13.B. Minutes of the Meeting	
B.b.13.C. Attendance Sheet	
B.c. FIELD / ACTIVITY CURRENT OPERATING EXPENSES	
B.c.1. Report of Cash Disbursements (1) Certified True Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *Certified correct by the accountable officer*	
B.c.2. Approved payroll/vouchers duly acknowledged/signed by the payee/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.c.3. Duly verified/approved accomplishment report, in case of payment personnel under "job order" status (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.c.4. Receipts (1) Original Copy	Applicant / Client
Sub Requirement	
B.c.4.A. Official Receipt (OR)/printed electronic Official Receipt	
B.c.4.B. Acknowledgment Receipt or equivalent	
B.c.5. Authorization Letter	Applicant / Client

(1) Original Copy	
Remarks: *If claimed by person other than the payee*	
B.c.6. Report on Paid Petty Cash Vouchers (1) Original Copy	Department of the Interior and Local Government - Petty cash Custodian per Office
B.c.7. Approved Purchase Request with Certificate of Emergency Purchase (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.8. Bills, Receipts, Sales Invoices (1) Original Copy	Applicant / Client
B.c.9. Certification of Expenses not Requiring Receipt or Reimbursement Expenses Receipts (1) Original Copy	Applicant / Client
B.c.10. Inspection and Acceptance Report or Certificate of Inspection and Acceptance (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.11. Pre-/Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
B.c.12. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/GSS
Remarks: *In case of replacement/repair*	
B.c.13. Approved trip ticket (1) Original Copy	Department of the Interior and Local Government - Administrative Service-GSD/Motorpool Section
Remarks: *For gasoline/fuel expenses, together with parking and toll fee receipts, if any (applicable to government vehicles only).*	
B.c.14. Canvass (1) Original Copy	Applicant / Client
Remarks:	

From at least three suppliers, as prescribed for purchases amounting to Php 2,000.00 and above or othe amount that may be prescribed in the future, except for purchases made while on official travel.	
B.c.15. Summary/Abstract of Canvass (1) Original Copy	Commission on Audit - N/A
B.c.16. OR/e-OR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Petty Cash Custodian per Office
Remarks: *In case of refund of PCF*	
B.c.17. Inventory Custodian Slip for semi-expendable items (1) Original Copy	Department of the Interior and Local Governent - Supply Officer per Office
B.c.18. For Meals and Snacks charged to PCF (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.c.18.A. Notice of Meeting with Agenda/ Meeting's Purpose	
B.c.18.B. Minutes of the Meeting	
B.c.18.C. Attendance Sheet	
B.d. TRAVELING EXPENSES - LOCAL TRAVEL	
B.d.1. LIQUIDATION REPORT (1) Original Copy	Applicant / Client
B.d.2. Approved Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.d.3. Approved Itinerary of Travel *Any of the following:*	
B.d.3.A. Approved Itinerary of Travel (1) Original Copy	Applicant / Client
---- OR ----	
B.d.3.B. Approved Revised Itinerary of Travel (1) Original Copy	Applicant / Client
Remarks: *(If approved itinerary was not followed)*	
Sub Requirement	

B.d.3.B.A. Copy of previously approved itinerary of travel	
B.d.3.B.B. Copy of Office Order and Supplemental Office Order or any proof supporting the change schedule	
B.d.4. Certificate of Appearance/Attendance or in the absence thereof *Any of the following:*	
B.d.4.A. Certificate of Appearance/Attendance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.d.4.A.A. Highlights of the training/activity	
B.d.4.A.B. Pictures preferably dated	
B.d.4.A.C. Plan of action for knowledge sharing	
B.d.4.A.D. Recommendation	
---- OR ----	
B.d.4.B. Memorandum Transmittal of Back-to-Office Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.d.4.C. Narrative Report on the Trip Undertaken (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.d.4.D. Report on Participation addressed to the Agency Head (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.d.5. Receipts in case of refund of excess cash advance *Any of the following:*	
B.d.5.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.d.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.5.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client

---- OR ----	
B.d.5.D. Any equivalent in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.d.6. Tickets/Boarding Pass/Passenger Manifest *Any of the following:*	
B.d.6.A. Paper/Electronic Plane, boat or bus/train tickets (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.6.B. paper/electronic boarding passes (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.6.C. Passenger manifest (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Certified by the concerned airline or shipping company*	
B.d.7. Certification by the Head of Agency on the absolute necessity of the expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.d.8. Toll Fees/CERR/RER *Any of the following:*	
B.d.8.A. Official Receipts (1) Original Copy	Applicant / Client
---- OR ----	
B.d.8.B. Electronic Official Receipts (1) Electronic Copy	Applicant / Client
---- OR ----	
B.d.8.C. CERR (1) Original Copy	Applicant / Client
Remarks: *CERR/RER shall be supported with the toll fee rates*	
B.d.9. Hotel room/Lodging bills with OR (1) Original Copy	Applicant / Client
Remarks: *In the case of official travel to places within 50-km radius from the last city or municipality covered by Metro Manila Area, if travel allowances being claimed include hotel*	

room/lodging	
B.d.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.e. TRAVELING EXPENSES - FOREIGN TRAVEL	
B.e.1. LIQUIDATION REPORT (1) Original Copy	Applicant / Client
B.e.2. Approved Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.e.3. Approved Itinerary of Travel *Any of the following:*	
B.e.3.A. Approved Itinerary of Travel (1) Original Copy	Applicant / Client
---- OR ----	
B.e.3.B. Approved Revised Itinerary of Travel (1) Original Copy	Applicant / Client
Remarks: *(If approved itinerary was not followed)*	
Sub Requirement	
B.e.3.B.A. Copy of previously approved itinerary of travel	
B.e.3.B.B. Copy of Office Order and Supplemental Office Order or any proof supporting the change schedule	
B.e.4. Certificate of Appearance/Attendance or in the absence thereof *Any of the following:*	
B.e.4.A. Certificate of Appearance/Attendance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
B.e.4.A.A. Highlights of the training/activity	
B.e.4.A.B. Pictures preferably dated	
B.e.4.A.C. Plan of action for knowledge sharing	
B.e.4.A.D. Recommendation	
---- OR ----	

B.e.4.B. Memorandum Transmittal of Back-to-Office Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.e.4.C. Narrative Report on the Trip Undertaken (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
B.e.4.D. Report on Participation addressed to the Agency Head (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
B.e.5. Receipts in case of refund of excess cash advance *Any of the following:*	
B.e.5.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.e.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.5.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
B.e.5.D. Any equivalent in case of refund of excess cash advance (1) Original Copy	Applicant / Client
B.e.6. Tickets/Boarding Pass/Passenger Manifest *Any of the following:*	
B.e.6.A. Paper/Electronic Plane, boat or bus/train tickets (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.6.B. paper/electronic boarding passes (1) Original Copy Or (1) Electronic Copy	Applicant / Client
---- OR ----	
B.e.6.C. Passenger manifest (1) Certified True Copy Or (1) Electronic Copy	Applicant / Client

Remarks: *Certified by the concerned airline or shipping company*	
---- OR ----	
B.e.6.D. Certified true copy of the passport Passport - Department of Foreign Affairs	
Remarks: *Passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel; or a passenger manifest certified by the concerned airline or shipping company*	
---- OR ----	
B.e.6.E. Reimbursement of actual travel expenses in excess of the prescribed rate (1) Original Copy	Applicant / Client
Remarks: *Hotel room with Official Receipt (Certification/Affidavit of Loss shall not be considered as replacement for hotel/lodging bills and receipts)*	
Sub Requirement	
B.e.6.E.A. Approval by the President	
B.e.6.E.B. Certification from the Head of Agency that it is absolutely necessary	
C. FUND TRANSFERS TO NON-GOVERNMENT ORGANIZATIONS/PEOPLE'S ORGANIZATIONS (NGOs/POs)	
Sub Situational Requirement/s	
C.a. TRANSFER OF FUNDS	
C.a.1. Duly approved schedule of Fund released to NGO/PO/CSO (1) Original Copy	Applicant / Client
C.a.2. Approved Summary of the Budgetary Requirements (1) Original Copy	Department of the Interior and Local Government - Financial And Management Service
Remarks: *detailing the items of expenditure/disbursement to be incurred in the program/project*	
C.a.3. Performance Security for infrastructure project (1) Original Copy	Applicant / Client

C.a.4. Memorandum of Agreement (1) Photo Copy	Department of the Interior and Local Government - Agency/Office concerned
Remarks: *Executed by and between the Government Agency and the NGO/PO/CSO*	
C.a.5. Certificate of Registration (1) Original Copy	Department of the Interior and Local Government - Agency concerned
Remarks: *with the concerned government agencies, i.e. SEC, CDA or DOLE*	
C.a.6. Document showing that the NGO/PO/CSO has equity equivalent to 20% of the total project cost (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project*	
C.a.7. Receipt issued by the NGOs/POs/CSOs to the Source Agency acknowledging receipt of funds transferred *Any of the following:*	
C.a.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
C.a.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.a.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
C.a.8. Certification from the Accountant of the Source Agency (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *that the previous fund transfer had been liquidated and accounted for in the books (staggered release)*	
C.b. LIQUIDATION OF FUNDS RELEASED	

C.b.1. Report of Advice to Debit Account Issued and/or Report of Cash Disbursements (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division/Cash Section
C.b.2. Interim or Final Fund Utilization Report indicating summary of expenses and status of report of accomplishments (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service/Accounting Division
Remarks: *certified by Chief Accountant and approved by President/Chairperson of the NGO/PO/CSO*	
C.b.3. Receipts from granting Government agency in case return of any unutilized/excess amount of cash advance including interest if any *Any of the following:*	
C.b.3.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.b.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.b.3.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.b.3.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
C.b.4. Inspection Report and Certificate of Project Completion (1) Original Copy	Applicant / Client
Remarks: *issued by the Government Agency's authorized representative*	
C.b.5. List of equipment/vehicles procured out of the project funds (1) Original Copy	Applicant / Client
Remarks: *indicating its brief description, date acquired, acquisition cost and final disposition*	
C.b.6. Warranty for procured equipment and projects (1) Original Copy	Applicant / Client

C.b.7. Pictures of implemented projects (1) Original Copy Or (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.b.8. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.b.9. Proof of verification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the GO official of the validity of the documents submitted by the NGO/PO*	
C.b.10. Vouchers Paid (1) Photo Copy	Applicant / Client
Remarks: *In case of dissolution of the recipient NGO/PO/CSO, in addition to the OR/eOR/AR or equivalent acknowledging return of unutilized amount*	
C.c. IMPLEMENTATION AND LIQUIDATION OF FUNDS RELEASED	
C.c.1. Final fund utilization report (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *Indicating the summary of expenses and the status report of accomplishments certified by the accountant, approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the GO*	
C.c.2. Pictures of implemented projects (1) Original Copy Or (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.c.3. Inspection Report and Certificate of Project Completion (1) Original Copy	Applicant / Client

Remarks: *issued by Government Agency;s authorized representative*	
C.c.4. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.c.5. Proof of verification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the GO official of the validity of the documents submitted by the NGO/PO*	
C.c.6. Receipts from granting Government agency in case return of any unutilized/excess amount of cash advance including interest if any *Any of the following:*	
C.c.6.A. Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.c.6.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
C.c.6.C. Acknowledgement Receipt (1) Original Copy	Applicant / Client
---- OR ----	
C.c.6.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
C.c.7. List of equipment/vehicles procured out of the project funds (1) Original Copy	Applicant / Client
Remarks: *indicating its brief description, date acquired, acquisition cost and final disposition*	
C.c.8. Warranty for procured equipment and projects	Applicant / Client

(1) Original Copy	
C.c.9. Liquidation Report (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.c.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.d. STAGGERED RELEASE OF FUNDS TO NGO/PO	
C.d.1. Duly approved Schedule of Fund Release to NGO/PO (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
C.d.2. Interim Fund Utilization Report on the previous release (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *certified by the NGO/PO's Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures*	
C.d.3. List of beneficiaries showing proof of identification with their signatures (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *List signifying their acceptance/acknowledgement of the project/funds/goods/services received*	
C.d.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D. FUND TRANSFERS TO IMPLEMENTING AGENCY	
Sub Situational Requirement/s	
D.a. TRANSFER OF FUND: SOURCE AGENCY	
D.a.1. Duly signed MOA/Trust Agreement or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

D.a.2. Approved Program of Work (for infrastructure project) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.a.3. Approved Project Expenditures or Estimated Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the project objective and expected output (for projects other than infrastructure)*	
D.a.4. For GCs/GFIs, Board Resolution ratifying the MOA (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *In case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head*	
D.a.5. For local government units (LGUs) authorization by local Sanggunian for the Local Chief Executive to enter into contract *Any of the following:*	
D.a.5.A. Re-enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget*	
---- OR ----	
D.a.5.B. Regularly enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges*	
D.a.6. Certification by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

Remarks: *Certification that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books*	
D.a.7. Receipts issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) *Any of the following:*	
D.a.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.a.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
D.a.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.a.7.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
---- OR ----	
D.a.7.E. Acknowledgement Receipt (1) Original Copy	Applicant / Client
D.b. TRANSFER OF FUND: SOURCE AGENCY	
D.b.1. Duly signed MOA/Trust Agreement or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.b.2. Approved Program of Work (for infrastructure project) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
D.b.3. Approved Project Expenditures or Estimated Expenses (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the project objective and expected output (for projects other than infrastructure)*	
D.b.4. For GCs/GFIs, Board Resolution ratifying the MOA (1) Original Copy	Department of the Interior and Local Government - Office concerned

Remarks: *In case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head*	
D.b.5. For local government units (LGUs) authorization by local Sanggunian for the Local Chief Executive to enter into contract *Any of the following:*	
D.b.5.A. Re-enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget*	
---- OR ----	
D.b.5.B. Regularly enacted budget (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges*	
D.b.6. Certification by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *Certification that funds previously transferred to the Implementing Agency (IA) have been liquidated and accounted for in the books*	
D.b.7. Receipts issued by the IA to the Source Agency acknowledging receipt of funds transferred (for post-audit activities) *Any of the following:*	
D.b.7.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.7.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	

D.b.7.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.7.D. Any equivalent in case of refund (1) Original Copy	Applicant / Client
---- OR ----	
D.b.7.E. Acknowledgement Receipt (1) Original Copy	Applicant / Client
D.b.8. Receipts from Implementing Agency if transfer of funds is thru List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) *Any of the following:*	
D.b.8.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.8.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
D.b.8.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
D.b.8.D. Report of Advice to Debit Account Issued (1) Original Copy	Department of Interior and Local Government - Administrative Service/General Services Division/Cash Section
D.b.9. Acknowledgement Receipt for those recipients of research fund (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Services Division/Cash Section
D.b.10. Transfer Certificate Title of the land and Certification from IA (1) Photo Copy	Applicant / Client
Remarks: *Certification that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way*	
D.b.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

E. LIQUIDATION OF FUNDS TRANSFERRED	
Sub Situational Requirement/s	
E.a. IMPLEMENTING AGENCY	
E.a.1. Duly signed MOA/Trust Agreement/Terms of Reference or its equivalent (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.a.2. Cash Reports *Any of the following:*	
E.a.2.A. Reports of Checks Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.B. Report of Advice to Debit Account Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.C. Report of Cash Disbursements (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.a.2.D. Supporting documents (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
Remarks: *documents duly Certified Correct by the Chief Accountant and approved by the Agency Head*	
E.a.3. Receipts issued by Source Agency evidencing refund of unexpected/unutilized balance of fund transfer *Any of the following:*	
E.a.3.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.a.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.a.3.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client

E.a.4. Status of Project/Program/Activity Accomplishment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.a.5. Inspection and Acceptance Report of research outputs of Completed (Research) Projects (1) Original Copy	Department of the Interior and Local Government - Administrative Office- GSD/GSS
Remarks: *Approved by the Agency Head and duly acknowledged by the SA*	
E.a.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
E.b. SOURCE AGENCY	
E.b.1. Approved Journal Entry Vouchers (1) Original Copy	Department of the Interior and Local Government - Administrative Services/GSD/Cash Section
Remarks: *Approved JEV of all transactions charged from the fund drawn by the Chief Accountant of the Implementing Agency*	
E.b.2. Cash Reports *Any of the following:*	
E.b.2.A. Reports of Checks Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.B. Report of Advice to Debit Account Issued (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.C. Report of Cash Disbursements (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section
---- OR ----	
E.b.2.D. Supporting documents (1) Photo Copy	Department of the Interior and Local Government - GSD/GSS/Cash Section

Remarks: *documents duly Certified Correct by the Chief Accountant and approved by the Agency Head*	
E.b.3. Receipts issued upon receipt of funds transferred *Any of the following:*	
E.b.3.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.b.3.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.b.3.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
E.b.4. Notices of Disallowances and subsequent audit decisions issued (1) Photo Copy	Commission on Audit - Issuance/Memo
E.b.5. Receipts issued by Source Agency evidencing refund of unexpected/unutilized balance of fund transfer *Any of the following:*	
E.b.5.A. Official Receipt (1) Photo Copy	Applicant / Client
---- OR ----	
E.b.5.B. Electronic Official Receipt (1) Electronic Copy	Applicant / Client
---- OR ----	
E.b.5.C. Acknowledgement Receipt (1) Photo Copy	Applicant / Client
E.b.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
F. FROM TRUST FUND TO THE GENERAL FUND FOR UNSPENT BALANCE/EXCESS AMOUNT	
Sub Situational Requirement/s	
F.a. IMPLEMENTING AGENCY	
F.a.1. Report of Receipt, Disbursement and Fund Balance (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

Remarks: *certified by the Chief Accountant and approved by the Head of the Agency*	
F.a.2. Contract *Any of the following:*	
F.a.2.A. Memorandum of Agreement (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
---- OR ----	
F.a.2.B. Trust Agreement (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
---- OR ----	
F.a.2.C. Memorandum of Understanding (1) Original Copy	Department of the Interior and Local Government - Agency Concerned
Remarks: *governing the utilization of funds and disposition of any balance thereof after completion of the purpose of the funds transferred*	
F.a.3. Letter of Implementing Agency to Source Agency to transfer the unexpended balance to the General Fund (1) Original Copy	Department of the Interior and Local Government - Office concerned
Remarks: *duly approved by the Source Agency, if the disposition thereof has not been provided in the MOA, Trust Agreement or Memorandum of Understanding*	
F.a.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
G. SALARY AND PERA	

Sub Situational Requirement/s	
G.a. INDIVIDUAL CLAIMS - FIRST SALARY AND PERA - FOR REGULAR EMPLOYEES	
G.a.1. Certificate of Appointment (1) Original Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
Remarks: *duly attested by the Civil Service Commission (CSC) or its equivalent*	
G.a.2. Assignment or Reassignment *Any of the following:*	
G.a.2.A. Assignment Order (1) Original Copy	Department of the Interior and Local Government - Personnel Division
---- OR ----	
G.a.2.B. Reassignment Order (1) Original Copy	Department of the Interior and Local Government - Personnel Division
Remarks: *if applicable*	
G.a.3. Oath of Office (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.a.4. Certificate of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
G.a.5. Statement of Assets, Liabilities and Net Worth (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
G.a.6. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
G.a.7. Bureau of Internal Revenue (BIR) withholding certificates (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division

G.a.8. Payroll Information on New Employee (PINE) or any equivalent document (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
G.a.9. Authority from the claimant and identification documents (1) Original Copy	Department of the Interior and Local Government - Concerned personnel
Remarks: *if claimed by person other than the payee*	
G.b. ADDITIONAL REQUIREMENTS FOR TRANSFEREES (FROM ONE GOVERNMENT OFFICE TO ANOTHER)	
G.b.1. Clearance from money, property and legal accountabilities from the previous office (1) Original Copy	Applicant / Client
G.b.2. Last Salary *Any of the following:*	
G.b.2.A. Paid Disbursement Voucher of last salary received (1) Certified True Copy	Applicant / Client
---- OR ----	
G.b.2.B. Breakdown of last salary received and remittance of statutory deductions from previous office (1) Certified True Copy	Applicant / Client
Remarks: *Certification by the Chief Accountant*	
G.b.3. Certificate of Leave Credits (1) Original Copy	Applicant / Client
G.b.4. Service Record (1) Original Copy	Applicant / Client
G.b.5. BIR Certificate of Compensation Payment/Tax Withheld (1) Original Copy	Bureau of Internal Revenue - Bureau of Internal Revenue
G.b.6. Approved/paid Home Development Mutual Fund (HDMF) (1) Original Copy	Applicant / Client
G.b.7. Philhealth Forms (1) Original Copy	Applicant / Client
G.b.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
G.c. FOR CONTRACT OF SERVICE AND JOB ORDER WORKERS	
G.c.1. Approved Contract (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.3. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.c.4. Bureau of Internal Revenue (BIR) withholding certificates (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
G.d. SALARY AND PERA (IF DELETED FROM THE PAYROLL)	
G.d.1. Approved Contract (1) Certified True Copy	Department of the Interior and Local Government - Personnel Division
G.d.2. Notice of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
G.d.3. Approved Application for Leave (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Clearances, and Medical Certificate, if on sick leave for five (5) days or more and clearance,* *if on leave for 30 days or more*	
G.d.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H. SALARY AND PERA OF CASUAL/CONTRACTUAL PERSONNEL, CHARGED TO PERSONNEL SERVICES	
Sub Situational Requirement/s	

H.a. FOR ACCREDITED AGENCIES BY THE CSC (FOR FIRST CLAIM)	
H.a.1. Pertinent Contract/Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.a.2. Report of Personnel Action (ROPA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Pertinent Contract/Appointment marked received by the CSC*	
H.b. FOR OTHER AGENCIES (FOR FIRST CLAIM)	
H.b.1. Pertinent Contract/Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *Marked received by the CSC*	
H.b.2. Certification by the Local Chief Executive (LCE) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in the case of LGUs, that the employment/hiring is still within the Personal Services (PS) limitation*	
H.b.3. Certification by the LCE/Personnel Officer (1) Original Copy	Applicant / Client
Remarks: *that the activities and services cannot be provided by regular or permanent personnel of the agency (for first claim)*	
H.b.4. Duly Approved Accomplishment Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.b.5. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division

H.b.6. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Services/Personnel Division
Remarks: *for first claim*	
H.b.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.c. SALARY DIFFERENTIAL DUE TO PROMOTION AND/OR STEP INCREMENT	
H.c.1. Due to Promotion *Any of the following:*	
H.c.1.A. Approved Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.c.1.B. Certificate of Assumption to Duty (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.c.2. Notice of Salary Adjustment (NOSA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for step increment/salary increase*	
H.c.3. Approved Daily Time Record *Any of the following:*	
H.c.3.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.c.3.B. Certification that the Employee has not Incurred leave without pay (1) Original Copy	Department of the Interior and Local Government - Approved Daily Time Record

H.c.4. Certification by the Local Chief Executive (LCE) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in the case of LGUs, that the promotion/step increment is still within the Personal Services (PS) limitation*	
H.d. LAST SALARY AND PERA	
H.d.1. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
H.d.2. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.d.3. Authority to Deduct Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *if any*	
H.d.4. Certification of Available Leave Credits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.e. Salary and PERA Due to Heirs of Deceased Employee	
H.e.1. Death Certificate *Any of the following:*	
H.e.1.A. Death Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
---- OR ----	
H.e.1.B. Court Declaration (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *in case of presumptive death or any evidence of circumstances of death, whichever applicable.*	

H.e.2. Marriage Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *if applicable*	
H.e.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *of surviving legal heirs.*	
H.e.4. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *if applicable*	
H.e.5. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
H.e.6. Affidavit of two (2) disinterested parties (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage.*	
H.e.7. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.e.8. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.e.9. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.f. Salary and PERA During Maternity Leave	

H.f.1. Approved Maternity Leave Application (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.f.2. Maternity Leave Clearance (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.f.3. Medical Certificate (1) Original Copy	Applicant / Client
Remarks: *for maternity leave*	
H.f.4. Certification as Solo Parent (1) Original Copy	Department of Social Welfare and Development - Bureau/Service/Office concerned
Remarks: *for additional 15 days paid leave*	
H.g. Additional Requirements for Unused Maternity Leave (Upon Assumption before the expiration of the 105-day Maternity Leave)	
H.g.1. Medical Certificate (1) Original Copy	Applicant / Client
Remarks: *that the employee is physically fit to work*	
H.g.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.g.3. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
H.g.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h. General Claims Through Automated Teller Machine (ATM) for Salary and PERA	
H.h.1. Approved Salary Payroll (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
H.h.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.h.3. Letter to Bank (1) Original Copy	Applicant / Client
Remarks: *to credit employee's account of their salaries or other claims stamped "Received" by the Bank.*	
H.h.4. Validated Deposit Slips/LDDAP-ADA (1) Photo Copy	Applicant / Client
H.h.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.i. PERA DURING FIRST SALARY	
H.i.1. Duly approved Appointment (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.2. Assignment Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.3. Oath of Office (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.4. Certificate of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.5. Statement of Assets, Liabilities and Net Worth (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.i.6. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

H.i.7. BIR Forms 1902 (1) Original Copy	Applicant / Client
H.i.8. BIR Forms 2305 (1) Original Copy	Applicant / Client
H.i.9. Payroll Information on New Employee (1) Original Copy	Applicant / Client
H.i.10. Authority from the claimant and identification documents (1) Original Copy	Applicant / Client
Remarks: *if claimed by person other than the payee*	
H.j. ADDITIONAL REQUIREMENTS FOR TRANSFEREES (FROM ONE GOVERNMENT OFFICE TO ANOTHER)	
H.j.1. Clearance from money, property and legal accountabilities from the previous office (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
H.j.2. Voucher of Last Salary *Any of the following:*	
H.j.2.A. Pre-audited disbursement voucher of last salary (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *from previous agency duly verified by the assigned auditor thereat*	
---- OR ----	
H.j.2.B. Certification by the Chief Accountant of last salary received from previous office (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *duly verified by the assigned auditor thereat*	
---- OR ----	
H.j.2.C. BIR Form 2316 (1) Original Copy	Bureau of Internal Revenue - -
Remarks:	

Certificate of Compensation Payment/Tax Withheld	
---- OR ----	
H.j.2.D. Certificate of Available Leave Credits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.j.2.E. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
H.j.2.F. Other supporting document/s (1) Original Copy	Applicant / Client
H.k. PERA (IF DELETED FROM THE PAYROLL)	
H.k.1. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.k.2. Notice of Assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.k.3. Approved Application for Leave, Clearances, and Medical certificate (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *If on sick leave for five days or more*	
H.k.4. Other supporting document/s (1) Original Copy	Applicant / Client
H.l. PERA DUE TO HEIRS OF DECEASED EMPLOYEE	
H.l.1. Clearance from money, property and legal accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.l.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

H.l.3. Death Certificate authenticated by National Statistics Office (NSO) (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
H.l.4. Marriage Contract authenticated by PSA, if applicable (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
H.l.5. Birth Certificates of surviving legal heirs authenticated by PSA (1) Original Copy	Philippine Statistics Office - Any PSA Branch
H.l.6. Designation of next-of-kin (1) Original Copy	Applicant / Client
H.l.7. Waiver of right of children 18 years old and above (1) Original Copy	Philippine Statistics Office - Any PSA Branch
H.l.8. Other supporting document/s: (1) Original Copy	Applicant / Client
H.m. PERA (MATERNITY LEAVE)	
H.m.1. Approved application for leave (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.m.2. Certified true copy of maternity leave clearance (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.m.3. Medical certificate for maternity leave (1) Original Copy	Applicant / Client
H.n. ADDITIONAL REQUIREMENTS FOR UNUSED MATERNITY LEAVE (UPON ASSUMPTION BEFORE THE EXPIRATION OF THE 60-DAY MATERNITY LEAVE)	
H.n.1. Medical certificate that the employee is physically fit to work (1) Original Copy	Applicant / Client
H.n.2. Certificate of assumption (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.n.3. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.n.4. Other supporting document/s: (1) Original Copy	Applicant / Client
H.o. GENERAL CLAIMS THROUGH AUTOMATED TELLER MACHINE (ATM)	

H.o.1. PERA Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
H.o.2. Payroll register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.o.3. Letter to the Bank to credit employee's account of their salaries or other claims (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.o.4. Validated deposit slips (1) Original Copy	Applicant / Client
H.o.5. Other supporting document/s: (1) Original Copy	Applicant / Client
H.p. PERA OF CASUAL/CONTRACTUAL PERSONNEL FOR ACCREDITED AGENCIES BY THE CSC (FOR FIRST CLAIM)	
H.p.1. Pertinent contract/appointment/job order (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
H.p.2. ROPA of the pertinent contract/appointment marked received by the CSC (1) Photo Copy	Civil Service Commission -
H.p.3. FOR OTHER AGENCIES* Pertinent contract/appointment/job order marked received by the CSC CLAIM (1) Certified True Copy	Civil Service Commission -
H.p.4. Certification by the Local Chief Executive (LCE) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in the case of LGUs, that the employment/hiring is still within the Personal Services (PS) limitation prescribed under Section 325(a) of RA No. 7160*	
H.p.5. Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.p.6. Accomplishment Report (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
H.p.7. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.p.8. Other supporting document/s: (1) Original Copy	Applicant / Client
H.q. PERA ON LAST SALARY	
H.q.1. Clearance from money, property and legal accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.q.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
H.q.3. Other supporting document/s: (1) Original Copy	Applicant / Client
I. ALLOWANCES, HONORARIA AND OTHER FORMS OF COMPENSATION	
Sub Situational Requirement/s	
I.a. REPRESENTATION AND TRANSPORTATION ALLOWANCE (RATA) - FOR INDIVIDUAL CLAIMS	
I.a.1. Office Order/Appointment (1st payment) (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.2. Certificate of Assumption (1st payment) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.3. Certificate or evidence of service rendered or approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.4. Certification that the official/employee did not use government vehicle (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.a.5. Certification by the LCE (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

Remarks: *In case of LGUs, that the revised RATA rates is still within the PS limitation*	
I.a.6. Certification on the Actual Incurrence of RATA (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *For those with authorized monthly commutable representation and transportation allowance*	
I.a.7. Other supporting document/s: (1) Original Copy	Applicant / Client
I.b. FOR GENERAL CLAIMS	
I.b.1. RATA Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.b.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.b.3. Letter to the Bank to credit employees' account of their RATA claims (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *If applicable stamped "Received" by the bank*	
I.b.4. Validated Deposit Slip/LDDAP-ADA (1) Original Copy	Bank -
Remarks: *If applicable*	
I.b.5. Other supporting document/s: (1) Original Copy	Applicant / Client
I.c. CLOTHING/UNIFORM ALLOWANCE - FOR INDIVIDUAL CLAIMS	
I.c.1. Certificate of Assumption (for new employee and those on leave without pay) (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service/Personnel Division
I.c.2. Certificate of Non-payment from previous agency, for transferees (1) Original Copy	Applicant / Client
I.d. CLOTHING/UNIFORM ALLOWANCE - FOR GENERAL CLAIMS	
I.d.1. Approved Clothing/Uniform Allowance Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.d.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.d.3. Letter to the bank to credit employees' account of their allowance (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.d.4. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.e. SUBSISTENCE, LAUNDRY AND QUARTERS ALLOWANCES - For Individual Claims	
I.e.1. Authority for entitlement to collect the benefit approved by the Agency Head (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.e.2. Approved DTR (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.e.3. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Department of the Interior and Local Government - Legal Division
I.f. SUBSISTENCE, LAUNDRY AND QUARTERS ALLOWANCES - For General Claims	
I.f.1. Payroll of personnel entitled to claim subsistence, laundry and quarters allowance (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.f.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

I.f.3. Letter to the bank to credit employees' account of their claims (1) Original Copy	Department of the Interior and Local Government - Legal Division
I.f.4. Other supporting document/s: (1) Original Copy	Applicant / Client
I.f.5. Validated deposit slips/LDDAP_ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.g. PRODUCTIVITY INCENTIVE BONUS (PIB) OR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI) - For Individual Claims	
I.g.1. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.g.2. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Department of the Interior and Local Government - Legal Office
I.g.3. Other supporting document/s: (1) Original Copy	Applicant / Client
I.h. PRODUCTIVITY INCENTIVE BONUS (PIB) OR PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI) - For General Claims	
I.h.1. PIB/PEI Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.2. List of personnel dismissed within the year (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.3. List of personnel on Absent Without Official Leave (AWOL) (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.4. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.5. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.h.6. Letter to the Bank to credit employees' account their PIB/PEI claims	Department of the Interior and Local Government - Financial

(1) Original Copy	Management Service/Accounting Division
I.h.7. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Servicing bank -
I.h.8. Other supporting document/s: (1) Original Copy	Applicant / Client
I.i. REIMBURSEMENT OF HOSPITAL EXPENSES	
I.i.1. Duly approved Order of Adjudication (1) Original Copy	Bureau of Internal Revenue -
I.i.2. Committee Report/Evaluation (1) Original Copy	Department of the Interior and Local Government - Office concerned
I.i.3. Medical Abstract/Record (1) Original Copy	Applicant / Client
I.i.4. Affidavit of the applicant (1) Original Copy	Applicant / Client
I.i.5. Affidavit of two (2) disinterested persons (1) Original Copy	Applicant / Client
I.i.6. Summary of the hospital expenses (1) Original Copy	Applicant / Client
I.i.7. Statement of Account/Bill (1) Original Copy	Applicant / Client
I.i.8. Official Receipts (1) Original Copy	Applicant / Client
I.j. REIMBURSEMENT OF PRE-EMPLOYMENT MEDICAL EXPENSES	
I.j.1. Approved Appointment (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.j.2. Certificate of Assumption to Office (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.j.3. Official Receipts/eOR/AR or equivalent (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Cash Division/Unit
I.k. SPECIAL COUNSEL ALLOWANCE	
I.k.1. Office Order/Designation/Letter of the OSG (1) Original Copy	Applicant / Client

Remarks: *deputizing the claimant to appear in court as special counsel.*	
I.k.2. Certificate of Appearance (1) Original Copy	Applicant / Client
Remarks: *issued by the Office of the Clerk of Court.*	
I.k.3. Certification (1) Original Copy	Applicant / Client
Remarks: *that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented.*	
I.k.4. Certification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriation Act (GAA) of the amount per month.*	
I.k.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.l. HONORARIA FOR PERSONNEL INVOLVED IN GOVERNMENT PROCUREMENT	
I.l.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *creating and designating the BAC composition and authorizing the members to collect honoraria.*	
I.l.2. Minutes of BAC Meeting (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section

I.l.3. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *to the winning bidder of procurement activity being claimed.*	
I.l.4. Certification (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *that the procurement involves competitive bidding.*	
I.l.5. Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Procurement Management Section
Remarks: *listing names of attendees to the BAC meeting.*	
I.l.6. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipients do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2025 and any future amendments thereof.*	
I.l.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.m. HONORARIA FOR TEACHING PERSONNEL (DEPARTMENT OF EDUCATION (DepEd), TESDA, SUCs AND OTHER EDUCATIONAL INSTITUTIONS	
I.m.1. Certification from the Registrar/Dean of College (1) Original Copy	State Universities and Colleges -

	Bureau/Service/Office concerned
Remarks: *that the load is in excess of the regular load or outside the regular office hours.*	
I.m.2. Schedule of Classes (1) Original Copy	State Universities and Colleges - Bureau/Service/Office concerned
Remarks: *indicating the designated teaching personnel.*	
I.m.3. Certificate *Any of the following:*	
I.m.3.A. Certificate of Actual Conduct of Classes (1) Original Copy	Applicant / Client
---- OR ----	
I.m.3.B. Accomplishment Report (1) Original Copy	Applicant / Client
I.m.4. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to Item 7.13.1, Chapter VII of the DBM Manual on Position Classification and Compensation*	
I.m.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.n. HONORARIA FOR GOVERNING BOARDS OF COLLEGIAL BODIES	
I.n.1. Appointment/Designation as member of the Board (1) Original Copy	Applicant / Client
I.n.2. Certification (1) Original Copy	Applicant / Client
Remarks: *that the claimant is not an appointee to a regular position in the governing board of the collegial body who receives salaries, regular allowances and other benefits*	

I.n.3. Minutes of Meeting (1) Original Copy	Applicant / Client
Remarks: *Certified by the Board of Secretary*	
I.n.4. Attendance Sheet (1) Original Copy	Applicant / Client
Remarks: *certified by the Board of Secretary*	
I.n.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC No. 2007-510 dated May 8, 2007 and any future amendments thereof*	
I.n.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o. HONORARIA FOR RESOURCE PERSONS,COORDINATORS AND FACILITATORS	
I.o.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *of their designation with authority to collect honorarium*	
I.o.2. Authority to Conduct the Training/Seminar and the participants (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.3. Course Outline/Program (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.4. Letter/Invitation (1) Photo Copy	Applicant / Client
Remarks:	

to Guest Resource Speaker/Persons (as accepted/conformed)	
I.o.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC no. 2007-001 dated April 23, 2007 and any future amendments thereof*	
I.o.6. Report/Certification of DILG Coordinator/Focal Person (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *on the accomplishments of the lecturer, resource person and facilitator indicating (1) name of the lecturer, resource person and facilitator, (2) the actual days/hours rendered and (3) the covered activity/topic module*	
I.o.7. Daily Time Record (DTR) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for facilitator*	
I.o.8. Approved Activity/Training Design (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.o.9. Curriculum Vitae (1) Original Copy	Applicant / Client
Remarks: *of the lecturer, resource person and facilitator*	
I.o.10. Attendance Sheet (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks:	

duly signed by the DILG Training Coordinator/Focal person, in case the attendees of the activity are more than 50 participants	
I.o.11. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly signed by the Head of Office, in case the activity needs two or more lecturers/resource persons in the same time slot/s*	
I.o.12. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p. SPECIAL PROJECTS	
I.p.1. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for the creation of the Special Project Team*	
I.p.2. Special Project Plan (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.3. Terms of Reference (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.4. Accomplishment Report/Certificate of Completion of Project Deliverables (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.p.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed the limits pursuant to DBM BC no. 2007-001 dated April 23, 2007 and any future amendments thereof*	

I.p.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q. SCIENCE AND TECHNOLOGICAL ACTIVITIES	
I.q.1. Office Order *Any of the following:*	
I.q.1.A. Office Order (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
I.q.1.B. Authority to Claim Honoraria (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q.2. Plan/Program of Activities with specific deliverables/project output (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.q.3. Accomplishment Report/Certificate of completion of programmed activities (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *certified by manager/Head/proponent of the Special Project and to be approved by the Head of the Agency or his/her designated official*	
I.q.4. Certificate of Acceptance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *by the Agency Head of the deliverables/project output*	
I.q.5. Certification issued by the Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to Section 4.3 on honoraria rates of DBM-DOST Joint Circular No. 01, s.*	

2013 dated June 25, 2013 and any future amendments thereof.	
I.r. LONGEVITY PAY	
I.r.1. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.r.2. Certification issued by the Personnel Officer (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 15 days of vacation leave without pay*	
I.r.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.s. LOYALTY CASH AWARD/INCENTIVE/SERVICE RECOGNITION AWARD-FOR INDIVIDUAL CLAIMS	
I.s.1. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.s.2. Certification of non-payment from previous office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for transferees*	
I.s.3. Certification from the HRO/U (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition*	
I.t. FOR GENERAL CLAIMS	

I.t.1. Loyalty Cash Award/Incentive Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.t.2. Certification from the HRO/U (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the claimant has not incurred more than 50 days leave without pay within the preceding 5-year period, as the case may be, or proof of eligibility to receive incentive/service recognition*	
I.t.3. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.t.4. Letter to the bank (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
Remarks: *requesting to credit employees' account of their claims*	
I.t.5. Validated deposit slips/LDDAP-ADA, if applicable (1) Original Copy	Department of the Interior and Local Government - Administrative Office- Cash Div/Section/Unit
I.u. OVERTIME PAY	
I.u.1. Overtime Authority (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *stating the necessity and urgency of the work to be done, names of personnel, the purpose of the expected outputs, specific period of such services and the manner of compensating the same i.e. Compensatory Time Off or paid in cash*	
I.u.2. Overtime work program (1) Original Copy	Applicant / Client
I.u.3. Quantified Overtime Accomplishment (1) Original Copy	Applicant / Client
Remarks:	

duly signed by the employee and supervisor	
I.u.4. Approved Daily Time Record *Any of the following:*	
I.u.4.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.u.4.B. Certificate of Service (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.u.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.v. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	
I.v.1. Proof of eligibility to receive PRAISE award (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *in accordance with CSC Memorandum Circular (MC) No. 01-2001 dated January 26, 2001 and any future amendments thereof*	
I.v.2. Approved Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
I.w. MID YEAR/YEAR-END BONUS (YEB) AND CASH GIFT (CG)-FOR INDIVIDUAL CLAIMS	
I.w.1. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.w.2. Certificate of Assumption (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for new employee/transferee*	

I.w.3. Certification of non-payment from previous office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *for transferees*	
I.w.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.x. GENERAL CLAIMS	
I.x.1. Payroll *Any of the following:*	
I.x.1.A. Bonus Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
---- OR ----	
I.x.1.B. CG Payroll (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.x.2. Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
I.x.3. Letter to the Bank (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *to credit employees account of their Bonus and/or CG claims*	
I.x.4. Validated Deposit Slips (1) Photo Copy	Applicant / Client
I.x.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.y. HAZARD DUTY PAY	

I.y.1. Certification by the Secretary of DOST/DOH/DND/Director of PHILVOCS (1) Original Copy	Applicant / Client
Remarks: *that the place of assignment/travel is a strife-torn/embattled/disease-infested/distress or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcano activity or eruption*	
I.y.2. Time record/report *Any of the following:*	
I.y.2.A. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.y.2.B. Duly Accomplished Time Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
I.y.2.C. Travel Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.y.3. Special Order (1) Photo Copy	Applicant / Client
Remarks: *from the agency/department head covering the assignment to hazardous/difficult areas*	
I.y.4. Certification from DOST Secretary (1) Original Copy	Applicant / Client
Remarks: *For Non-DOST personnel, showing the degree of risk to hazards, actual exposure and rates*	
I.y.5. Certification from Chief Accountant (1) Original Copy	Applicant / Client

Remarks: *that the amounts received by the recipient/s are compliant with the rules and rates on hazard pay set under Item number 3 DBM-DOH Joint Circular No. 1, series of 2012 and DBM-DOH Joint Circular No. 1 series of 2013 and any future amendments thereof*	
I.z. RETIREMENT BENEFITS	
I.z.1. Updated Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *indicating the number of days on leave without pay and/or certification issued by the Human Resource Office/Unit (HRO/U) that the retiree did not incur any leave of absence without pay*	
I.z.2. Retirement Application (1) Original Copy	Applicant / Client
I.z.3. Office clearance from money/property accountability & administrative/criminal liability (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.4. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.5. Retirement Gratuity Computation (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.6. Certificate from the Office of the Ombudsman (1) Original Copy	Office of the Ombudsman - Bureau/Service/Office concerned
Remarks: *indicating whether or not the retiree has a pending criminal or administrative case*	
I.z.7. Affidavit of Undertaking with authority to deduct accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.z.8. Affidavit of Applicant (1) Original Copy	Applicant / Client
Remarks:	

that there is no pending criminal investigation or prosecution against him/her	
I.{. Additional requirements in case of resignation	
I.{.1. Employee's letter of resignation (1) Original Copy	Applicant / Client
Remarks: *duly accepted by the Agency Head*	
I.|. Additional requirements in case of death of claimant	
I.|.1. Death certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *authenticated by Philippine Statistics Authority (PSA)*	
I.|.2. Marriage Contract (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *issued by PSA*	
I.|.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *of all surviving legal heirs issued by PSA*	
I.|.4. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.|.5. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.|.6. Affidavit of two (2) disinterested parties (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage.*	
I.|.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.}. TERMINAL LEAVE BENEFITS	
I.}.1. Agency Clearance from money, property and legal accountability (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *from the Central Office and/or from Regional Office of last assignment*	
I.}.2. Ombudsman Clearance (1) Original Copy	Office of the Ombudsman - Bureau/Service/Office concerned
I.}.3. Employees Leave Card with Computed Leave Credits (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *as at last date of service by the Personnel Division/Unit/Office/Admin/Human Resources Office/Unit (HRO/U)*	
I.}.4. Approved Leave Application (1) Original Copy	Applicant / Client
I.}.5. Service Record (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.}.6. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
I.}.7. Notice of Salary Adjustment (NOSA) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks:	

showing the highest salary received if the salary under the last appointment is not the highest	
I.}.8. Computation of Terminal Leave Benefits (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *duly signed/certified by the accountant*	
I.}.9. Applicant's Authorization (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *(in affidavit form) to deduct all financial obligations with the employer/agency/LGU*	
I.}.10. Affidavit of Applicant (1) Original Copy	Applicant / Client
Remarks: *that there is no pending criminal investigation or prosecution against him/her (RA No. 3019)*	
I.}.11. Employee's Letter of Resignation (1) Original Copy	Applicant / Client
Remarks: *In case of resignation, duly accepted by the Head of the Agency*	
I.~. Additional requirements in case of death of claimant	
I.~.1. Death Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.2. Marriage Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.3. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *of surviving legal heirs.*	
I.~.4. Designation of Next-of-Kin (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.5. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
I.~.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.. MONETIZATION OF LEAVE CREDITS	
I..1. Approved Leave Application (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *with leave credit balance certified by the Human Resource Officer*	
I..2. Request for Monetization of Leave (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *covering more than 10 days duly approved by the Head of Agency*	
I.C. For monetization of 50 percent or more	
I.C.1. Clinical Abstract/Medical Procedures (1) Original Copy	Applicant / Client
Remarks: *to be undertaken in case of health, medical and hospital needs*	
I.C.2. Barangay Certificate (1) Original Copy	Applicant / Client
Remarks: *in case of need for financial assistance brought about by calamities, typhoons, fire, etc.*	

I.(.3. Justification on Financial Needs (1) Original Copy	Applicant / Client
Remarks: *for the education of employee or children*	
I.(.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.). COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE	
I.).1. Resolution (1) Original Copy	Department of the Interior and Local Government - Agency Union
Remarks: *signed by both parties incorporating the guidelines/criteria for granting CNA incentive*	
I.).2. Collective Negotiation Agreement (CNA) (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.).3. Comparative statement of DBM approved level of operating expenses and actual operating expenses (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
I.).4. Proof of remittance to the National Treasury of its 50 percent dividends share or percentage (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *approved by the Department of Finance on the annual earnings for income-generating GCs/GFIs*	
I.).5. Certification issued by the Head of the Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement*	

I.).6. Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
I.).7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J. OTHER EXPENDITURES	
Sub Situational Requirement/s	
J.a. UTILITY EXPENSES	
J.a.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
J.a.2. Receipt/Invoice *Any of the following:*	
J.a.2.A. Invoice/Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
J.a.2.B. Machine Validated Statement of Account/Bill (1) Original Copy	Applicant / Client
J.a.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.b. TELEPHONE/COMMUNICATION SERVICES	
J.b.1. Statement of Account/Bill (1) Original Copy	Applicant / Client
J.b.2. Receipt/Invoice *Any of the following:*	
J.b.2.A. Invoice/Official Receipt (1) Original Copy	Applicant / Client
---- OR ----	
J.b.2.B. Machine Validated Statement of Account (1) Original Copy	Applicant / Client
---- OR ----	
J.b.2.C. Collection and Acknowledgment of Receipts (1) Original Copy	Applicant / Client
J.b.3. Certification by Agency Head (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
Remarks: *or his authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls*	
J.b.4. Authority from the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for entitlement to Mobile phone allowance*	
J.b.5. Certification from Chief Accountant (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *and Property Officer that the employee was not issued a postpaid plan for mobile phone*	
J.b.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.c. EXTRAORDINARY AND MISCELLANEOUS EXPENSES	
J.c.1. Certification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provision of the GAA*	
J.c.2. Relevant Invoices/Receipts (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if the amount claims was spent for the purpose and in the amount exceeding the limit indicated in the provisions of the GAA*	

J.c.3. Minutes of Meeting (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if used for the purpose of meetings, seminars and conferences*	
J.c.4. Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
J.c.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K. PRISONER'S SUBSISTENCE ALLOWANCE	
Sub Situational Requirement/s	
K.a. By administration thru cash advance- Grant of Cash Advance	
K.a.1. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Jail Warden/Superintendent*	
K.a.2. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.b. Liquidation of Cash Advance	
K.b.1. Menu (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
K.b.2. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks:	

duly certified by the Jail Warden/Superintendent	
K.b.3. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.b.4. Summary of Committed and Released Inmates (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis duly signed by the Jail Warden/Superintendent*	
K.b.5. Certificate of Discharge (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis, if there is any, duly signed by the Jail Warden/Superintendent and other responsible officials*	
K.b.6. Report of Disbursement (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly supported with necessary documents depending on the nature of expenses*	
K.c. By Catering Contract	
K.c.1. Contract/Agreement *Any of the following:*	
K.c.1.A. Catering Contract Agreement (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
---- OR ----	
K.c.1.B. Memorandum of Agreement (MOA) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
K.c.2. Menu (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned

K.c.3. Roster of Inmates (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Jail Warden/Superintendent*	
K.c.4. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the concerned officials on actual number of inmates (jail population)*	
K.c.5. Summary of Committed and Released Inmates (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *on a daily basis duly signed by the Jail Warden/Superintendent and other responsible officials*	
K.c.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.d. ALL TYPES OF PROCUREMENT THROUGH PUBLIC BIDDING	
K.d.1. Approved Annual Procurement Plan(APP) and any amendment thereto (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Procurement Section
K.d.2. Approved Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *submitted to COA 5 days from its execution, supported by the ff:*	
Sub Requirement	
K.d.2.A. Invitation to Apply for Eligibility to Bid	
K.d.2.B. Letter of Intent	
K.d.2.C. Results of Eligibility Check/Screening	
K.d.2.D. Bidding Documents	

K.d.2.D.1. Bidding Documents (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *which include a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods and rental and repair contracts, and Terms of Reference (TOR) for consultancy services*	
K.d.2.E. Minutes of Pre-bid Conference, (ABC of 1M and above)	
K.d.2.F. Agenda and/or Supplemental Bulletins	
K.d.2.G. Bidder's Technical and Financial Proposals	
K.d.2.H. Minutes of Bid Opening	
K.d.2.I. Abstract of Bids	
K.d.2.J. Post-Qualification Report of TWG	
K.d.2.K. BAC Resolution declaring winning bidder	
K.d.2.L. Notice of Post Qualification	
K.d.2.M. BAC Resolution	
K.d.2.M.1. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending approval by the HOPE of the Resolution of the BAC recommending award of contract*	
K.d.2.N. Notice of Award	
K.d.2.O. Performance Security	
K.d.2.P. Program of Work and Detailed Estimates	
K.d.2.Q. Notice to Proceed	
K.d.2.Q.1. Notice to Proceed (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *indicating the date of receipt by the contractor*	
K.d.2.R. Detailed breakdown of the ABC	

K.d.2.S. Approved PERT/CPM Network Diagram and detailed computations of Contract Time	
K.d.2.T. Detailed Breakdown of the Contract Cost	
K.d.3. Advertisement of Invitation to Bid/Request for expression of interest (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
K.d.4. Documentary Requirements (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *under Sections 23.1 and 25.2b for infrastructure projects, 23.1 and 25.2a for goods, and 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184*	
K.d.5. Minutes of Pre-procurement Conference (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *for projects costing above 5M for infrastructure, and 1M and above for consulting services*	
K.d.6. Bid Evaluation Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.7. Ranking of short listed bidders for consulting services (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.8. Post Qualification Evaluation Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.9. Notice of Award, Notice to Proceed and Contract of Award in the PhilGEPS (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
K.d.10. Board Resolution authorizing the LCE to enter into contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *for LGU's*	
K.d.11. Evidence of Invitation of three observers in all stages of the procurement process (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.d.12. Request for purchase or requisition of supplies, materials, and equipment duly approved by proper authorities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.d.13. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.e. INFRASTRUCTURE - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.e.1. Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.e.2. Common to progress/final payments (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Sub Requirement	
K.e.2.A. Statement of Work Accomplished/Progress Billing	
K.e.2.B. Inspection Report by the Agency's Authorized Engineer	
K.e.2.C. Results of Test Analysis, if applicable	
K.e.2.D. Statement of Time Elapsed	
K.e.2.E. Monthly Certificate of Payment	
K.e.2.F. Contractor's Affidavit on payment of laborers and materials	
K.e.2.G. Pictures, before, during and after construction of items of work especially the embedded items	
K.e.2.H. Photocopy of vouchers of all previous payments	
K.e.2.I. Certificate of completion	
K.e.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.f. ADVANCE PAYMENT FOR MOBILIZATION COST - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.f.1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee (1) Original Copy	Applicant / Client
K.f.2. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.f.3. Notice to Proceed (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.f.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.g. VARIATION ORDER/ CHANGE ORDER/EXTRAWORK ORDER - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.g.1. Approved Variation Order/ Change Order/ Extra Work Order (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.g.2. Approved Original Plans (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *indicating the affected portions of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded*	
K.g.3. Agency's Report (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *establishing the necessity/justifications for the need of such CO and/or EWO which shall include (a) Computation as to quantities of the addt'l works involved per item indicating the specific stations where such works are needed (b) date of inspection conducted andthe results (c) detailed estimate of the unit cost of such items of work for new unit costs includingthose expressed in volume/area/lump-sum lot*	
K.g.4. Approved/Revised PERT/CPM Network Diagram (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *shall be color coded reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations*	
K.g.5. COA Technical Evaluation Report for the original contract (1) Photo Copy	Commission on Audit - Bureau/Service/Office concerned

K.g.6. If the variation order to be reviewed is not the 1stvariation order, all the above requirements for all the previously approved variation orders, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report of the previously approved Variation Orders (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
K.g.7. Additional Performance Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in the prescribed form and amount if variation order exceeds 10% of the original contract cost*	
K.g.8. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h. PROGRESS PAYMENT - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.h.1. Statement of Work Accomplished (SWA) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.2. Progress Billing Statement (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.3. Inspection Report by the Agency's Authorized Engineer (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.4. Results of Test Analysis (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *of applicable*	
K.h.5. Contractor's Affidavit (1) Original Copy	Department of the Interior and Local Governmentv - Bureau/Service/Office concerned
Remarks:	

on payment of laborers and materials	
K.h.6. Pictures/Geotagged Photos (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *before, during and after construction of items of work especially the embedded items*	
K.h.7. Certificate of Percentage of Completion (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.h.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i. FINAL PAYMENT	
K.i.1. As-Built Plans (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.2. Final Statement of Work Accomplished (SWA) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.3. Warranty Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.4. Certificate of Completion (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.5. Turn-over documents/transfer of projects and facilities such as motor vehicles, laptops, and other equipment and furniture included in the contract to concerned government agency (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.6. Certificate of Acceptance by the Agency (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

K.i.7. Final Inspection Report of the Agency's authorized Engineers and/or Inspectorate Team (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.8. Statement of Time Elapsed (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.i.9. Pictures/Geotagged Photos (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *before, during and after construction of items of work especially the embedded items*	
K.i.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.j. RELEASE OF RETENTION MONEY	
K.j.1. Warranty Security (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand*	
K.j.2. Certification from the end-user (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *that the project is completed, inspected and accepted*	
K.j.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k. CONSULTING SERVICES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.k.1. Curriculum vitae of the consultant (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
K.k.2. Terms of Reference/Contract (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for first payment*	
K.k.3. Approved Consultancy Progress/Final Reports, and/or output required under the contract (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k.4. Progress/Final Billing (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.k.5. Contract of Infrastructure Projects (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *subject of Project Management Consultancy Services*	
K.k.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.l. SUPPLIES, MATERIALS, EQUIPMENT AND MOTOR VEHICLE - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.l.1. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
K.l.2. Dealers/Suppliers' Invoices (1) Original Copy	Applicant / Client
Remarks: *showing the quantity, description of the articles, unit and total value duly signed by the dealer or his authorized representative*	
K.l.3. Results of Test Analysis (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
Remarks: *if applicable*	
K.I.4. Tax receipts from the Bureau of Customs or the BIR (1) Original Copy	Bureau of Customs - Bureau of Internal Revenue
Remarks: *indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government*	
K.I.5. Delivery Receipt (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Remarks: *duly received*	
K.I.6. Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative*	
K.I.7. Property Acknowledgment Receipt (PAR) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Remarks: *for equipment*	
K.I.8. Warranty Security (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

Remarks: *for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of semi-/non-expendable supplies, after acceptance by the procuring entity of the delivered supplies*	
K.l.9. Authority to Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *in case of motor vehicles*	
K.l.10. For procurement of drugs and medicines (1) Original Copy	Food and Drug Administration - Bureau/Service/Office concerned
Sub Requirement	
K.l.10.A. Certificate of product registration from Food and Drug Administration (FDA)	
K.l.10.B. Certificate of good manufacturing practices from FDA	
K.l.10.C. Batch release certificate from FDA	
K.l.10.D. Certification	
K.l.10.D.1. Certification (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *from the manufacturer that the supplier is an authorized distributor/dealer of the product/items, If the supplier is not the manufacturer*	
K.l.10.E. License to Operate from FDA	
K.l.10.E.1. License to Operate from FDA (1) Original Copy	Food and Drug Administration - Bureau/Service/Office concerned
Remarks: *with List of Sources (whether it is a manufacturer, importer, seller or distributor)*	
K.l.10.F. Certification by the Medical Officer	
K.l.10.F.1. Certification by the Medical Officer (1) Original Copy	Applicant / Client
Remarks:	

that medicines and drugs requisitioned is included in the PNDF Current Edition	
K.l.10.G. Delivery Receipt/Invoice	
K.l.10.G.1. Delivery Receipt/Invoice (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *bearing Lot Nos. and Expiry Dates of the drugs and medicines*	
K.l.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.m. GENERAL SUPPORT SERVICES (JANITORIAL, SECURITY, MAINTENANCE, GARBAGE COLLECTION AND DISPOSAL AND SIMILAR SERVICES) - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.m.1. Performance Appraisal Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.m.2. Statement of Account *Any of the following:*	
K.m.2.A. Statement of Account (1) Original Copy	Applicant / Client
---- OR ----	
K.m.2.B. Contractor's Bill (1) Original Copy	Applicant / Client
K.m.3. Record of Attendance/Service (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.m.4. Proof of remittance to concerned government agencies (1) Original Copy	Applicant / Client
Remarks: *[BIR/Social Security System (SSS)/Pag-Ibig/PhilHealth]*	
K.m.5. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereo (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

K.n. RENTAL CONTRACTS FOR PROPERTY - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.n.1. List of prevailing comparable property within vicinity (1) Original Copy	Applicant / Client
Remarks: *for first claim*	
K.n.2. Vicinity Map (1) Original Copy	Applicant / Client
Remarks: *for first claim*	
K.n.3. Bill/Invoices (1) Original Copy	Applicant / Client
K.n.4. Certificate of Occupancy (1) Original Copy	Applicant / Client
Remarks: *(space/building) for first claim*	
K.n.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.o. REPAIR AND MAINTENANCE OF AIRCRAFT, WATERCRAFTS, EQUIPMENT AND MOTOR VEHICLES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
K.o.1. Bills/Invoices (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.2. Pre-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.3. Post-Repair Inspection Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.4. Repair History of Property (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.5. Waste Materials Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service

K.o.6. Warranty Certificate (1) Original Copy	Department of the Interior and Local Government - Administrative Service
K.o.7. Certificate of Acceptance (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
K.o.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L. PROCUREMENT THROUGH ALTERNATIVE MODES	
Sub Situational Requirement/s	
L.a. PROCUREMENT THROUGH LIMITED SOURCE BIDDING	
L.a.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.2. Proof of posting of invitation *Any of the following:*	
L.a.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.a.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.a.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.a.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
L.a.7. Request for purchase *Any of the following:*	
L.a.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.a.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.a.8. Delivery Invoice (1) Original Copy	Applicant / Client
L.a.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.10. Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.11. Sword affidavit of the bidder that it is not related to the HOPE by consanguinity or affinity up to the third civil degree (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.12. Direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributor with known experience and proven capability on the requirements of the particular contract (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
L.a.13. Winning Bidder's Offer or Proposal (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.14. Abstract of Bids (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Remarks: *showing the most responsive and complying bidder from among the other bidders who participated*	
L.a.15. Notice of Award (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.16. Documentary requirements under Sections 23.1 and 25.2b for infrastructure projects, 23.1 and 25.2a for goods, and 24.1 and 25.2c for consulting services of the Revised IRR of RA No. 9184 (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.a.17. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review an in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.a.18. Bid security (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.a.19. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.b. PROCUREMENT THROUGH DIRECT CONTRACTING	
L.b.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.2. Proof of posting of invitation *Any of the following:*	
L.b.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.b.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.b.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.b.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.b.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.7. Request for purchase *Any of the following:*	
L.b.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.b.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.b.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.b.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.b.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	
L.b.13. Letter to selected manufactures/supplier/distributor to submit a price quotation and conditions of sale (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
L.b.14. Certificate of Exclusive Distributorship (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *issued by the principal*	
L.b.15. Certification form the agency's authorized official (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantage to the government*	
L.b.16. Certification of the BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of procurement at critical plant components and/or to maintain certain standards*	
L.b.17. Study/Survey (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks:	

done to determine the there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantage to the government	
L.b.18. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review an in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.b.19. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.c. PROCUREMENT THROUGH REPEAT ORDER	
L.c.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.2. Proof of posting of invitation *Any of the following:*	
L.c.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.c.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.c.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.c.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.7. Request for purchase	

Any of the following:	
L.c.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.c.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.c.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.c.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.c.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	
L.c.13. Original contract used as basis for repeat order indicating that it was awarded thru public bidding	Department of the Interior and Local Government -

(1) Photo Copy	Administrative Service
L.c.14. Certification from the Purchasing Dept/Office (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that the supplier has complied with all requirements under the original contract*	
L.c.15. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.d. PROCUREMENT THROUGH SHOPPING	
L.d.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.2. Proof of posting of invitation *Any of the following:*	
L.d.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.d.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.d.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.d.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.d.7. Request for purchase *Any of the following:*	
L.d.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.d.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.d.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.d.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	

L.d.13. Price Quotations (1) Original Copy	Applicant / Client
Remarks: *from at least three bonafide and reputable manufacturers/suppliers/ distributors*	
L.d.14. Abstract of Canvass (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.d.15. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.e. NEGOTIATED PROCUREMENT	
L.e.1. Purchase Order/Letter Order/Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.2. Proof of posting of invitation *Any of the following:*	
L.e.2.A. Proof of Posting of Invitation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.e.2.B. Request for Submission of Price Quotation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.3. Performance and Warranty Securities (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.4. BAC Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending and justifying to the HOPE the use of alternative mode of procurement, approval by the HOPE of the BAC resolution recommending award of contract*	
L.e.5. Proof of posting of Notice of Award (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
L.e.6. Approved Procurement Plan (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.e.7. Request for purchase *Any of the following:*	
L.e.7.A. Request for Purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
---- OR ----	
L.e.7.B. Requisition of Supplies, Materials and Equipment (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *duly approved by proper authorities*	
L.e.8. Delivery Invoice (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.9. Duly accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.10. Approval by the HoPE or his duly authorized representative on the use of alternative method of procurement, as recommended by BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.e.11. Statement of the prospective bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not blacklisted or barred from bidding by the Gov't or any of its agencies, offices, corporations or LGUs*	
L.e.12. Sworn Affidavit of the bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *that it is not related to the HOPE by consanguinity or affinity up to the 3rd civil degree*	

L.f. IN CASE OF TWO FAILED BIDDINGS, EMERGENCY CASES, TAKE-OVER OF CONTRACT AND SMALL VVALUE PROCUREMENT	
L.f.1. Price Quotation/Bids/Final Offers (1) Original Copy	Applicant / Client
Remarks: *from at least be three invited suppliers*	
L.f.2. Abstract of submitted Price Quotation (1) Original Copy	Applicant / Client
L.f.3. BAC Resolution (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *recommending award of contract to Lowest Calculated Responsive Bid*	
L.g. IN CASE OF TWO FAILED BIDDINGS	
L.g.1. Agency's offer for negotiations with selected suppliers, contractors or consultants (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.g.2. Certification of BAC (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *on the failure of competitive bidding for the second time*	
L.g.3. Evidence of invitation of observers in all stages of the negotiation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.g.4. Eligibility documents in case of infrastructure projects (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.h. IN EMERGENCY CASES	
L.h.1. Justification as to the necessity of purchase (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.i. IN CASE OF TAKE-OVER OF CONTRACTS	
L.i.1. Terminated Contract (1) Photo Copy	Department of the Interior and Local Government - Administrative Service

L.i.2. Reasons for the Termination (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.i.3. Negotiation document with the second lowest calculated bidder or the third lowest calculated bidder (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors*	
L.i.4. Approval by the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.j. IN CASE OF SMALL VALUE PROCUREMENT	
L.j.1. Letter/Invitation to submit proposals (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.k. FOR ADJACENT OR CONTIGUOUS PROJECTS	
L.k.1. Original Contract and any Document (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *indicating that the same resulted from competitive bidding*	
L.k.2. Scope of Work (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *which should be related or similar to the scope of work of the original contract*	
L.k.3. Latest Accomplishment Report of the Original Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *showing that there was no negative slippage/delay*	
L.k.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
L.l. ADVERTISING EXPENSES - ADDITIONAL DOCUMENTARY REQUIREMENTS	
L.l.1. Contract *Any of the following:*	
L.l.1.A. Job Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service
---- OR ----	
L.l.1.B. Contract (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.l.2. Bill/Statement of Account (1) Original Copy	Applicant / Client
L.l.3. Evidencing Publication *Any of the following:*	
L.l.3.A. Newspaper Clippings/Evidencing Publication (1) Photo Copy	Applicant / Client
---- OR ----	
L.l.3.B. CD in case of TV/Radio commercial (1) Electronic Copy	Applicant / Client
L.l.4. Approved Agency Media Plan (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *if any*	
L.l.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.m. FOR PROCUREMENT THROUGH AUTOMATIC DEBIT ARRANGEMENT (ADA) OR DIRECT PAYMENT	
L.m.1. Same documents required under goods, infrastructure or consulting services depending on the mode of procurement adopted and the nature of expenses (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.m.2. Letter request from the Head of the Agency to the Bank to pay/credit the account of the supplier (1) Original Copy	Department of the Interior and Local Government - Administrative Service

L.m.3. Confirmation from the Bank (1) Original Copy	Applicant / Client
Remarks: *that the account of the supplier has already been credited (for post audit purposes)*	
L.m.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
L.n. CULTURAL AND ATHLETIC ACTIVITIES	
L.n.1. Budget estimates approved by the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Financial and Management Service
L.n.2. Office Order (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.n.3. Other requirement under procurement depending on the nature of expense and the mode of procurement adopted (1) Original Copy	Department of the Interior and Local Government - Administrative Service
L.n.4. Other supporting documents (1) Original Copy	Applicant / Client
M. HUMAN RESOURCE DEVELOPMENT AND TRAINING PROGRAM	
M.1. Budget estimates approved by the Head of Agency (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
M.2. Schedule of Training (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *approved by the Head of the Agency*	
M.3. Statement of Account/Bills/Invoices (1) Original Copy	Applicant / Client
M.4. Official Receipts (1) Original Copy	Applicant / Client
M.5. Office Order/Terms of Reference (1) Original Copy	Department of the Interior and Local Government - Administrative Service

M.6. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
N. FINANCIAL EXPENSES	
N.1. Loan Agreements/Memorandum of Agreement (1) Original Copy	Applicant / Client
N.2. Statement of Account (1) Original Copy	Applicant / Client
N.3. Bank Debit memos (1) Original Copy	Applicant / Client
N.4. Certificate of full payment of loan (1) Original Copy	Applicant / Client
Remarks: *for final payment of loan amortization*	
N.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
O. LEGAL RETAINER'S FEE	
O.1. Notarized Retainers Contract (1) Original Copy	Department of the Interior and Local Government - Legal Service
Remarks: *not exceeding one year, between the concerned government agency and the private lawyer or law firm*	
O.2. Written approval of the OSG or the Office of the Government Corporate Counsel (OGCC) (1) Original Copy	Office of the Government Corporate Counsel - Bureau/Service/Office concerned
O.3. Board Resolution (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *authorizing the hiring of a private lawyer or law firm of the concerned government agency*	
O.4. Board Resolution (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Remarks: *authorizing the concerned government personnel/official to enter into a contract, if applicable*	
O.5. Certificate of Availability of Funds (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
Remarks: *duly verified by the Audit Team Leader*	
O.6. Written approval of COA (1) Original Copy	Commission on Audit - Bureau/Service/Office concerned
Remarks: *if not exempted under COA Circular No. 2021-003 dated July 16, 2021*	
P. ROAD RIGHT-OF-WAY (ROW)/REAL PROPERTY LAND	
P.1. Independent Appraisal Report (1) Certified True Copy	Applicant / Client
Remarks: *in accordance with RA No. 10752 and any future amendments thereof/Regional Committee Resolution indicating the valuation of the land*	
P.2. Applicable BIR Zonal Valuation (1) Certified True Copy	Applicant / Client
P.3. Authority/Agency Resolution to Purchase Land or Land Rights (1) Certified True Copy	Applicant / Client
Remarks: *indicating the approved/established valuations or BIR Zonal Valuations*	
P.4. Deed of Absolute Sale (1) Original Copy	Registry of Deeds - Bureau/Service/Office concerned
Remarks: *registered with the Register of Deeds where the land is located*	

P.5. Tax Clearance from Assessor's Office where the land is located (1) Certified True Copy	Applicant / Client
P.6. Certificate Authorizing Registration (CAR) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
P.7. Proof of payment of Capital Gains Tax (CGT) (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
P.8. Proof of payment of Documentary Stamp Tax (DST) (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
P.9. Proof of payment of Transfer Tax (1) Original Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Sub Situational Requirement/s	
P.a. IF REGISTERED LAND	
P.b. IF WHOLE LOT IS ACQUIRED	
P.b.1. Transfer Certificate of Title (TCT) (1) Original Copy	Land Registration Authority - Bureau/Service/Office concerned
P.b.2. Certificate of Land Ownership Award/Original Certificate Title/Emancipation Patent (CLOA/OCT/EP) (1) Certified True Copy	Register of Deeds - Bureau/Service/Office concerned
P.b.3. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks: *certified as true copy by the Assessor's Office in the name of the procuring entity or previous owner depending on the provisions of the sale*	
P.c. IF PORTION OF LAND IS ACQUIRED	
P.c.1. Transfer Certificate of Title (TCT) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
P.c.2. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned

Remarks: *in the name of the procuring entity or previous owner with annotation of sale*	
P.d. IF UNREGISTERED LAND	
P.d.1. Tax Declaration (TD) (1) Certified True Copy	Applicant / Client
Remarks: *in the name of the procuring entity or previous owner with annotation of sale*	
P.d.2. Notarized Affidavit of Ownership (1) Original Copy	Applicant / Client
P.d.3. Certification from the City/Municipal Treasurer (1) Original Copy	Applicant / Client
Remarks: *that the claimant is the sole entity paying the taxes for the property for the past five years*	
P.d.4. Notarized joint affidavit of two adjoining landowners or Barangay/Local Officials concerned attesting to the ownership of the land (1) Original Copy	Applicant / Client
P.d.5. If claim for payment or amount of sale exceeds P50,000 (EO No. 1035), certified photocopy of Claimant's Surety/Indemnity Bond issued by any Insurance Company duly accredited by the Insurance Commission (1) Original Copy	Applicant / Client
P.e. FOR PAYMENT BY COURT DECISION	
P.e.1. Court Decision (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks: *registered with the Register of Deeds where the land is located including all annexes referred to in the Court Decision*	
P.e.2. Transfer Certificate of Title (TCT) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
P.e.3. Tax Declaration (TD) (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Remarks:	

in the name of the procuring entity or previous owner with annotation of sale	
P.e.4. Entry of Judgment (1) Original Copy	Land Registration Authority - Bureau/Service/Office concerned
P.f. LOCATION OF THE PROPERTY AFFECTED BY THE PROJECT	
P.f.1. Parcillary Plan (1) Original Copy	Applicant / Client
P.f.2. Vicinity Plan (1) Original Copy	Applicant / Client
P.f.3. Subdivision Plan (1) Original Copy	Applicant / Client
Remarks: *if claim is for portion of lot*	
P.f.4. Approved Lot Plan (1) Original Copy	Applicant / Client
Q. STRUCTURE/HOUSE	
Q.1. Approved and Notarized Agreement to Demolish and Remove Improvements (ADRI) / Notarized voluntary undertaking to vacate the project area (1) Original Copy	Municipal - Office Concerned
Q.2. Certificate of Total Demolition (1) Original Copy	Municipal - Office Concerned
Q.3. Computation of Replacement Cost (1) Original Copy	Applicant / Client
Remarks: *duly approved by implementing Office Director supported with current abstract of canvass of construction materials*	
Q.4. Sketch plan/drawing of house/structure (1) Original Copy	Applicant / Client
Q.5. Map showing the location of the structure/house in the project-affected area (1) Original Copy	Municipal - Office Concerned
Q.6. Title (TCT/OCT or CLOA/EP) and TD of land where the house/ structure is erected (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
Q.7. Notarized landowner's waiver of right/quitclaim to affected houses/structures or establishments	Applicant / Client

(1) Original Copy	
Remarks: *if payments will be made to claimants other than the owner*	
Q.8. Notarized affidavit of ownership with Waiver Right/Quitclaim to affected house/structure (1) Original Copy	Applicant / Client
Q.9. Owner's identification (ID) (1) Photo Copy	Applicant / Client
Q.10. Residence Certificate (1) Original Copy	Barangay - Office Concerned
Q.11. Barangay Clearance (1) Original Copy	Barangay - Office Concerned
Q.12. Masterlist of Project-Affected-Persons (PAPs) (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *indicating the names of affected house/structure owners approved by authorized personnel*	
Q.13. Pictures of the Structures (1) Original Copy	Applicant / Client
Remarks: *before, during and after the demolition*	
R. IMPROVEMENTS (TREES, PLANTS, GROWING FRUITS, ETC.)	
R.1. Permit issued by the Department of Environment and Natural Resources (DENR) to cut plants, forest trees and fruit bearing trees on areas affected by the project. (1) Original Copy	Department of Environment and Natural Resources - Bureau/Service/Office concerned
R.2. Affected Trees/Crops Inventory (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *duly certified by the Agency's Project Committee/Authorized Officer and showing among others the following:* • *Lot number as indicated in the project plan and the owner* • *Number of Items, specifics classification, diameter, height* • *Owner of trees/plants/crops; and price*	

R.3. Quitclaim *Any of the following:*	
R.3.A. Quitclaim (1) Original Copy	Applicant / Client
---- OR ----	
R.3.B. Waiver issued by the lot owner (1) Original Copy	Applicant / Client
Remarks: *if he is not the claimant*	
R.4. Map/Sketch Plan (1) Original Copy	Applicant / Client
Remarks: *showing the location of the improvement in the project-affected area*	
R.5. Resolution/approval of valuation of damaged improvement (1) Original Copy	Municipal - Office Concerned
R.6. Copy of approved valuation of crops, plants and trees (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Remarks: *issued by concerned government agency*	
R.7. Notarized Affidavit of Ownership with Right/Quitclaim to affected improvements (1) Original Copy	Municipal - Office Concerned
R.8. Latest updated Master list of PAPs approved by proper authorities (1) Original Copy	Agency Concerned - Bureau/Service/Office concerned
Sub Situational Requirement/s	
R.a. IF REGISTERED LAND	
R.a.1. TCT/OCT *Any of the following:*	
R.a.1.A. TCT/OCT (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
---- OR ----	

R.a.1.B. CLOA/EP (1) Certified True Copy	Land Registration Authority - Bureau/Service/Office concerned
R.b. IF UNREGISTERED LAND	
R.b.1. Tax Declaration (TD) (1) Certified True Copy	Applicant / Client
R.b.2. Notarized joint affidavit of two adjoining landowners or Barangay/Local Officials concerned attesting to the ownership of the land (1) Original Copy	Applicant / Client
R.c. IF PAYMENT THROUGH COURT DECISION	
R.c.1. Court Decisions (Final Order/Decisions) *Any of the following:*	
R.c.1.A. Court Decisions (Final Order/Decisions) (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
---- OR ----	
R.c.1.B. Notice/Certificate of Finality of Decision (1) Certified True Copy	Agency Concerned - Bureau/Service/Office concerned
S. SALARY OF CONTRACT OF SERVICE (COS)/JOB ORDERS (JO)	
S.1. Notarized Contract received by COA (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.2. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
S.3. In Case of Handwritten DTR shall be supported with *Any of the following:*	
S.3.A. Raw Swipe from Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	
S.3.B. Logbook Entries (1) Original Copy	Applicant / Client
Remarks: *duly certified by the CSU, AS*	

S.4. Duly signed SPSMS Monthly DPCR Monitoring Form No. 4 (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.5. DO/PTL noted by the CSU/TO and CA (1) Original Copy	Department of the Interior and Local Government - Record Section
Remarks: *for official travels/businesses*	
S.6. DO if Exempted on Using the Biometrics Machine (1) Photo Copy	Department of the Interior and Local Government - Record Section
S.7. Certificate of Services rendered (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *signed by immediate supervisor, If exempted to the usage of biometrics*	
S.8. BIR Certifications (1) Photo Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Remarks: *BIR Forms 1901/0605, Certificate of Registration*	
S.9. Members Data Record (MDR) (1) Original Copy	Philhealth - Website
S.10. Clearance (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *end of Contract/resignation/termination*	
S.11. Overtime Order (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service

Remarks: *for rendered OT*	
S.12. Accomplishment Report (1) Original Copy	Applicant / Client
Remarks: *Report duly certified by Supervisors for rendered OT*	
S.13. Permission Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
Remarks: *if any*	
Sub Situational Requirement/s	
S.a. FOR COMMUNITY FACILITATORS	
S.a.1. Work Plan (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.2. Implementation Diary (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.3. Overtime Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
S.a.4. Notarized Contract received by COA (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.a.5. Approved Daily Time Record (1) Original Copy	Department of the Interior and Local Government - Personnel Division
S.a.6. In Case of Handwritten DTR shall be supported with *Any of the following:*	
S.a.6.A. Raw Swipe from Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
---- OR ----	

S.a.6.B. Logbook Entries (1) Original Copy	Applicant / Client
Remarks: *duly certified by the CSU, AS*	
S.a.7. Duly signed SPSMS Monthly DPCR Monitoring Form No. 4 (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
S.a.8. DO/PTL noted by the CSU/TO and CA (1) Original Copy	Department of the Interior and Local Government - Record Section
Remarks: *for official travels/businesses*	
S.a.9. DO if Exempted on Using the Biometrics Machine (1) Photo Copy	Department of the Interior and Local Government - Record Section
S.a.10. Certificate of Services rendered (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *signed by immediate supervisor, If exempted to the usage of biometrics*	
S.a.11. BIR Certifications (1) Photo Copy	Bureau of Internal Revenue - Bureau/Service/Office concerned
Remarks: *BIR Forms 1901/0605, Certificate of Registration*	
S.a.12. Members Data Record (MDR) (1) Original Copy	Philhealth - Website
S.a.13. Clearance (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *end of Contract/resignation/termination*	

S.a.14. Overtime Order (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *for rendered OT*	
S.a.15. Accomplishment Report (1) Original Copy	Applicant / Client
Remarks: *Report duly certified by Supervisors for rendered OT*	
S.a.16. Permission Slip (1) Original Copy	Department of the Interior and Local Government - Office Concerned
Remarks: *if any*	
T. DEATH CLAIM BENEFIT	
T.1. Death Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
T.2. Marriage Contract authenticated by PSA, if applicable (1) Original Copy	Philippine Statistics Office - Any PSA Branch or https://psahelpline.ph/
T.3. Marriage Certificate (1) Certified True Copy	Philippine Statistics Authority - Bureau/Service/Office concerned
Remarks: *If the claimant is the widow/widower of the DBO*	
T.4. Birth Certificate (1) Original Copy	Philippine Statistics Authority - Office Concerned
Remarks: *of the deceased or affidavit of two (2) disinterested parties (if the deceased barangay official is single and the claimant is his/her parent/brother/sister*	
T.5. Waiver of Right of children 18 years and above (1) Original Copy	Philippine Statistics Authority - Bureau/Service/Office concerned

Remarks: *if applicable*	
T.6. Waiver of rights if there is more than one beneficiary in cases of siblings (1) Original Copy	Applicant / Client
T.7. Affidavit of Guardianship (1) Original Copy	Applicant / Client
Remarks: *if the deceased is the widow/widower/ single if the claimant is the guardian of the children who are minors*	
T.8. In the absence of the primary and secondary beneficiaries, the claimant may present *Any of the following:*	
T.8.A. Valid ID (1) Original Copy	Applicant / Client
---- OR ----	
T.8.B. Certification from the Barangay (1) Original Copy	Applicant / Client
Remarks: *that the claimant is a resident of the barangay*	
T.9. Special Power of Attorney (1) Original Copy	Applicant / Client
Remarks: *in case claimant/s cannot personally do the transaction.*	
T.10. Valid ID of Claimant/Beneficiary but not limited to: *Any of the following:*	
T.10.A. Voter's ID (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.B. Driver's License (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.C. Postal ID (1) Photo Copy	Applicant / Client
---- OR ----	

T.10.D. Passport (1) Photo Copy	Applicant / Client
---- OR ----	
T.10.E. Certification from the Barangay (1) Original Copy	Applicant / Client
Remarks: *that he/she is a resident of the said barangay*	
T.11. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
U. HONORARIA OF LTIA BOARD MEMBERS	
U.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Record Section
U.2. Accomplishment Report (1) Original Copy	Applicant / Client
U.3. Computation/Basis of amount of honoraria (1) Original Copy	Applicant / Client
U.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
V. MID-YEAR BONUS (MYB)	
Sub Situational Requirement/s	
V.a. FOR INDIVIDUAL CLAIMS	
V.a.1. Clearance from Money, Property and Legal Accountabilities (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
V.a.2. Certification from head of Office (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
Remarks: *that the employee is qualified to receive the MYB*	
V.a.3. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government -

	Bureau/Service/Office concerned
V.b. FOR GENERAL CLAIMS	
V.b.1. MYB Payroll (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
V.b.2. Approved Payroll Register (1) Original Copy And (1) Electronic Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
V.b.3. Letter to the Bank (1) Original Copy	Department of the Interior and Local Government - Financial Management Service/Accounting Division
Remarks: *to credit employees' account of their MYB claims*	
V.b.4. Deposit Slips (1) Original Copy	Applicant / Client
V.b.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
W. PERFORMANCE BASED BONUS (PBB)	
W.1. PBB Payroll (1) Photo Copy	Department of the Interior and Local Government - Financial Management Service
W.2. Guidelines (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *if applicable*	
W.3. Certification from the Personnel Division (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
W.4. Certification of Non-receipt of Bonus (1) Original Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division

W.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X. MEALS (reimbursement)	
X.1. Certified Correct Attendance Sheet (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.2. Certificate of Attendance duly signed by the Head Of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.3. Approved Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.4. 3 Quotations (1) Photo Copy	Department of the Interior and Local Government - General Service Division
X.5. Approved PPMP (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.6. Official Receipts/Cash invoice (1) Original Copy	Applicant / Client
X.7. Activity Report/Minutes of the Meeting/Program of Activities signed by the Head of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.8. Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
X.9. Inspection & Acceptance Report (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
X.10. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks:	

If theres a Rescheduling of the activity or why It didn't go through procurement	
Y. CATERING, LEASE OF VENUE AND ACCOMMODATION	
Y.1. Certified Correct Attendance Sheet signed per day -(AM and PM) (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.2. Original Statement of Account/Charge Invoice/Delivery Receipt/Bill or Official Receipts (1) Original Copy	Supplier - Biller
Y.3. Notarized Contract Received by COA/Approved Purchase Order/Job Order/MOA and comment of Legal Service (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.4. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if late submission of Contract to COA*	
Y.5. Approved Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.6. 3 Quotations (with menu) (1) Photo Copy	Department of the Interior and Local Government - General Service Division
Y.7. Approved APP/PPMP/Supplemental PPMP (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.8. BAC Resolution (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
Y.9. Certificate of Availability of Funds (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Y.10. Certificate of Attendance signed by the Head of Office (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

Y.11. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if the amount exceeded the allowable allocation/contract price*	
Y.12. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if no. of participants is less than the guaranteed participants in the contract*	
Y.13. Program of Activities (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.14. Justification (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *for the rescheduling of the activity*	
Y.15. Omnibus Sworn Statement (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.16. Cert. of Registration from PhilGEPs (1) Photo Copy	PhilGEPs - PhilGEPs
Y.17. Latest Income/Business Tax Return and Business Permit (1) Photo Copy	Applicant / Client
Y.18. Approved Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Y.19. Request for Quotation (1) Photo Copy	Applicant / Client
Remarks:	

at least 3 suppliers	
Y.20. PhilGeps Posting for catering services Php 50,000 and above, if applicable (1) Photo Copy	PhilGeps - PhilGeps
Y.21. PhilGEPS posting of Award of Notice (1) Photo Copy	PhilGeps - PhilGeps
Y.22. Abstract of Quotation (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.23. Duly Signed Inspection and Acceptance Report (1) Certified True Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.24. Terminal Report/Post Activity Report/Minutes of Meeting (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.25. Order/Memorandum for the conduct of training/seminar (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Y.26. Notice of Award (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.27. Notice to proceed (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.28. Requisition and Issue Slip (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.29. Registration Card/Sheet (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.30. Order Slip (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.31. Invitation (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.32. Office/Travel Order of Visitors (1) Photo Copy	Department of the Interior and Local Government - Administrative Service

Remarks: *for indirect invitation*	
Y.33. Rooming List/Guest Folio (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Y.34. Letter of Authorization (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service
Y.35. Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.36. Compliance Rating (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Y.37. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z. SUPPLIES PURCHASED THRU PS-DBM	
Z.1. Approved Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
Z.2. Approved and Funded APR (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Z.3. Approved Approved PPMP-highlight the items to be procured (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.4. Changes on the amount in the PR should be typewritten and initialed by authorized official (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.5. Price Quotation and Stock Availability Certification (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.6. Purchase Order (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.7. Duly Accomplished Inspection and Acceptance Report (1) Original Copy	Department of the Interior and Local Government -

	Administrative Service
Z.8. Inspection Report (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.9. Requisition and Issue Slip/Inventory Custodian Slip/Property Acknowledgement Receipt (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Z.10. Training/Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Z.11. Annual Procurement Plan (1) Photo Copy	Department of the Interior and Local Government - Administrative Service
Z.12. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
[. PAYMENT FOR MOBILIZATION FEE	
[.1. Irrevocable Standby Letter of Credit/ Security bond/Bank Guarantee (1) Photo Copy	Applicant / Client
[.2. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
\. REMITTANCES TO VARIOUS FINANCIAL INSTITUTIONS	
\.1. Summary of Remittance (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
Remarks: *Employee and/or Employer Contributions signed by the Accountant*	
\.2. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
]. FIDELITY BOND	
].1. Whichever is Applicable *Any of the following:*	

].1.A. Notice of Renewal from Bureau of the Treasury (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
---- OR ----	
].1.B. Request for Bonding (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
---- OR ----	
].1.C. Cancellation of Bond of Accountable Officials and Employees (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].2. List of Accountable Public Officers and Employees/List of Bonded Officials certified by CAO (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
Remarks: *Form N - New/Form B - Renewal*	
].3. Form 57A with ID Picture (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].4. Form 58A with ID Picture (1) Original Copy	Bureau of Treasury - Bureau/Service/Office concerned
].5. Official Receipt (1) Original Copy	Applicant / Client
Remarks: *in case of reimbursement*	
].6. Confirmation (1) Original Copy	Department of the Interior and Local Government - Administrative Service
Remarks: *in case of reimbursement*	
].7. Statement of Assets, Liabilities and Net worth (SALN) (1) Certified True Copy	Department of the Interior and Local Government - Administrative Service/Personnel Division
].8. Regional Order - Designation of Bonded Officer (1) Original Copy	Department of the Interior and Local Government - Administrative Service

].9. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
^. LEASE PURCHASE	
^.1. Notarized contract received by COA (1) Original Copy	Department of the Interior and Local Government - Record Section
^.2. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.3. 3 Quotations (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.4. Approved PPMP/BAC (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.5. Certificate of Sole Distributorship(Exclusive Dealer) (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.6. Statement of Account (1) Photo Copy	Applicant / Client
^.7. Property Acknowledgement Receipt (PAR) (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.8. Income/Business Tax Return & Business Permit (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.9. Certificate of Registration from PhilGEPs (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
^.10. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
_. SUBSCRIPTIONS	

_.1. BAC Resolution (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
_.2. PPMP/Approved APP (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Procurement Section
_.3. Contract received by COA (1) Original Copy	Applicant / Client
_.4. Statement of Account (1) Original Copy	Applicant / Client
_.5. Delivery Receipt/Certification of Delivery (1) Original Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
_.6. Approved Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
_.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
`. RELEASE OF ASSISTANCE FOR FORMER REBELS (FRS) E-CLIP	
Sub Situational Requirement/s	
`.a. A. FOR REINTEGRATION ASSISTANCE, IMMEDIATE ASSISTANCE AND LIVELIHOOD ASSISTANCE	
`.a.1. JAPIC Certification (1) Original Copy	Regional Office - National Barangay Operations Office
`.a.2. E-CLIP Enrolment Form (1) Original Copy	Regional Office - National Barangay Operations Office
`.a.3. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
`.b. B. FIREARMS REMUNERATION	
`.b.1. Property Turn-In Slip (PTIS) (1) Original Copy	Regional Office - National Barangay Operations Office
`.b.2. Technical Inspection Report (TIR) (1) Original Copy	Regional Office - National Barangay Operations Office
`.b.3. Cost Valuation Certificate (1) Original Copy	Regional Office - National Barangay Operations Office

`.b.4. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
`.c. C. FOR CONSTRUCTION AND/OR REHABILITATION OF EXISTING FACILITY TO SERVCE AS HALFWAYHOUSE BY LGU OR RECEIVING UNIT	
`.c.1. Request from the LGU/ Receiving Unit (1) Original Copy	Regional Office - National Barangay Operations Office
`.c.2. Program of Works (1) Original Copy	Regional Office - National Barangay Operations Office
`.c.3. Sanggunian Resolution (LGU) (1) Original Copy	Regional Office - National Barangay Operations Office
Remarks: *if applicable*	
`.c.4. Proof of Donation of Land (1) Photo Copy	Regional Office - National Barangay Operations Office
`.c.5. Other supporting document/s (1) Original Copy	Regional Office - National Barangay Operations Office
a. RELEASE OF SGLG INCENTIVE	
a.1. Annual Investment Program AIP or Local Development Investment Program (LDIP)/Provincial Development Investment Program (PDIP) (1) Certified True Copy	Regional Office - Bureau/Service/Office concerned
Remarks: *for the year (page indicating the project by the Secretary of the Sanggunian)*	
a.2. Checklist of Project (Annex D) (1) Original Copy	Regional Office - Bureau/Service/Office concerned
Remarks: *indicating the proposed project duly approved by the LCE*	
a.3. Certification from Agency Accountant or Bank certified of the Existing Trust Fund Account of LGUs for new awardees (1) Original Copy	Regional Office - Bureau/Service/Office concerned
a.4. Other supporting documents necessary based on the guidelines for the year (1) Original Copy	Regional Office - Bureau/Service/Office concerned
b. DONATIONS	

b.1. Department Order (1) Original Copy	Department of the Interior and Local Government - Record Section
b.2. Letter Request (1) Original Copy	Applicant / Client
b.3. BAC Resolution (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/Bids and Awards Committee
b.4. Deed of Donation (1) Original Copy	Applicant / Client
b.5. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c. INTERNET/COMMUNICATION EXPENSES	
c.1. Call Cards/Receipt *Any of the following:*	
c.1.A. Call Cards (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
---- OR ----	
c.1.B. Official Receipt (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c.2. SOA and Official Receipt (1) Original Copy	Applicant / Client
c.3. Certification that the calls made/internet usage are official (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
c.4. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d. CHECKBOOKS AND ACCOUNTABLE FORMS/OFFICIAL RECEIPTS	
Sub Situational Requirement/s	
d.a. A. CHECKBOOKS (MDS AND TRUST FUND)	

d.a.1. Approved Purchase Request (1) Photo Copy	Department of the Interior and Local Government - Administrative Service/General Service Division
d.a.2. Request to order checks (1) Original Copy	Department of the Interior and Local Government - Administrative Service
d.a.3. Authorization to order check books issued by Bureau of the Treasury (1) Original Copy	Department of the Interior and Local Government - Administrative Service
d.a.4. Monthly Estimates/Accounts Payable that cannot be paid through ADA (1) Original Copy	Department of the Interior and Local Government - Financial Management Service
d.a.5. Statement of Accountability for Accountable Forms w/o Money Value (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.a.6. Loan Agreements/Memoranda of Agreement together with supporting documents (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if applicable*	
d.a.7. Bank Debit Memos (1) Original Copy	Applicant / Client
Remarks: *if applicable*	
d.a.8. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.b. B. ACCOUNTABLE FORMS/OFFICIAL RECEIPTS	
d.b.1. Purchase Request (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
d.b.2. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

e. TRAINING REGISTRATION/TRAINING FEE	
e.1. Travel Order/Regional Order/Provincial Order/ Department Order of Attendees (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.2. Invitation/Memorandum (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
Remarks: *if applicable*	
e.3. Official receipt/s (1) Original Copy	Applicant / Client
Remarks: *for reimbursement, if paid by attendee*	
e.4. Certificate of attendance for the training (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.5. Statement of Account (1) Original Copy	Applicant / Client
e.6. Activity Design (1) Photo Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned
e.7. Other supporting document/s (1) Original Copy	Department of the Interior and Local Government - Bureau/Service/Office concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a copy of ORS/BURS and DV with corresponding Documentary Requirements depending on the type of claim. **Location:**	1.1. Receive and check the documents.	None	1 hour/s	• Administrative Aide VI/Administrative Assistant II/Administrative Officer IV;

Financial Management Service - Budget Division - Receiving Area				Budget Section
	1.2. Review and process the ORS/BURS. Check the completeness of the supporting documents. Allocate funds by verifying against the availability of funds and assign UACS Object Code. Approve and sign Box B of the ORS/BURS to certify that allotment is available and the claims obligated is for its deemed purpose.		2 hour/s	• Administrative Officer II/IV; Budget Section
	1.3. Validate the correctness and accuracy of the processed ORS/BURS, initially approve the ORS/BURS in the FRS and affix initial in the Box B of ORS/BURS (physical copy)		1 hour/s	• Administrative Officer IV/V; Budget Section
	1.4. Certify the availability of allotment and obligation, approve the ORS/BURS in the FRS and sign the Box B of the ORS (physical copy)		50 minute/s	• Administrative Officer IV/V; Budget Section
	1.5. Detach the original signed copy of the ORS/BURS for filing, update monitoring log-sheet and forward the approved ORS/BURS to Accounting Division/AS-Procurement Section		40 minute/s	• Administrative Assistant VI/Administrative Aide IV; Budget Section
	1.6. Receive the DV with the supporting		30 minute/s	• Administrative Aide

	documents, check against the details in the Document Management System (DMS) and monitoring log sheet, generate DV number from the FRS, and assign processor.			IV/Administrative Assistant II/III/ Administrative Officer IV; Accounting Section
	1.7. Process Disbursement Voucher: Check the completeness and appropriateness of supporting documents and its compliance with auditing and accounting rules and regulations		2 working day/s	• Administrative Aide IV/Administrative Assistant II/III/ Accountant II/III; Accounting Section
	1.8. Record the details of the claim on the Individual Index of Payment (IIP) Card and update the needed details in the Financial Reporting System (FRS)		4 hour/s	• Administrative Aide IV/Administrative Assistant II/III/ Accountant II/III; Accounting Section
	1.9. Verify the availability of cash		30 minute/s	• Accountant II/III; Accounting Section
	1.10. Review the claim as to the completeness of the supporting documents, accuracy in the computation of the claim, correctness in the entries of Box B and IIP Card, as well as the details in the FRS.		1 hour/s	• Accountant II/III; Accounting Section
	1.11. Forward to approving authority.		15 minute/s	• Administrative Aide IV/Administrative Assistant

				II/III; Accounting Section
	1.12. Signs Box B of the ORS/BURS		30 minute/s	• Division Chief, FAD/Assistant Regional Director/Regional Director; Finance and Administrative Division (FAD)
	1.13. Release/route approved DV to FAD		15 minute/s	• Administrative Aide IV; Accounting Section
	1.14. Receive, record, and check the approved/signed DV with attached supporting documents and determine whether LDDAP-ADA or check.		1 hour/s	• Administrative Aide IV/VI/ Administrative Assistant I/II/III/ Administrative Officer III; Cash Section
	1.15. For LDDAP-ADA, prepare LDDAP-ADA		2 hour/s	• Administrative Assistant I/II/ Administrative Officer III; Cash Section
	1.16. Review and sign LDDAP-ADA, and verify completeness of signature and check the amount against the DV for issuance of LDDAP-ADA		30 minute/s	• Administrative Assistant I/II/ Administrative Officer III; Cash Section
	1.17. For check, prepare the check		30 minute/s	• Administrative

	and record in the check register.			Assistant I/II/ Administrative Officer III; Cash Section
	1.18. Check the accuracy of entries in LDDAP-ADA and affix initials.		7 hour/s	• Accountant II/III; Finance and Administrative Division (FAD)
	1.19. Route all reviewed original LDDAP-ADAs and checks with supporting documents to designated signatories.		30 minute/s	• Administrative Assistant I/II/ Administrative Officer III; Cash Section
	1.20. Prepare LDDAP - Advice of Checks Issued and Cancelled (ACIC) and Financial Data Entry System (FinDES)		2 hour/s	• Administrative Assistant I/II/ Administrative Officer III; Cash Section
	1.21. Review and sign the LDDAP-ACIC and FinDES		30 minute/s	• Administrative Assistant II/Administrative Officer III/Accountant II/III/Supervising Administrative Officer/Division Chief, FAD/Assistant Regional Director/Regional Directo; Finance and

				Administrative Division (FAD)
2. Receive payment through direct credit to payee's bank account or through check and accomplish the Client Satisfaction Survey (CSS). **Location:** Online Banking	2. Transmit approved LDDAP-ADA, LDDAP-ACIC, and FinDES to the Government Servicing Bank (LBP) for crediting to payee's/claimant's bank account or release check to client and administer CSS.	None	1 hour/s	• Administrative Aide VI/Administrative Assistant I/II/ Administrative Officer III; Cash Section
Total Processing Time:		Working Days: 5 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Transfer of Funds

To facilitate the issuance of the Sub-Allotment Release Order (SRO) and Notice of Transfer Allocation (NTA) to Regional Offices.

Office or Division:	Financial and Management Service (FMS)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG Regional Offices and Operating Units.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter Request for Fund Transfer (SRO and NTA) with any of the following applicable attachment (1) Original Copy	Applicant / Client
2. Operation Plan and Budget (1) Photo Copy	Applicant / Client
3. Activity Design (1) Photo Copy	Applicant / Client
4. Funding requirement breakdown per Program, Activity, and Project (PAP) with corresponding expense account name/code (1) Original Copy	Applicant / Client
5. Notice of Fund Transfer (if not included in OPB) (1) Photo Copy	Applicant / Client
6. NTA schedule for download (1) Original Copy	Applicant / Client
For Situational Requirement	
A. Situation For Barangay Officials' Death and Burial Assistance (BODBA) and Administrative Personnel Benefits (APB) claims	
A.1. Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) with the list of beneficiaries (1) Photo Copy	Department of Budget and Management (DBM) - Bureau D

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submit the requirements to the FMS – Budget Division (BD). **Location:** DILG Financial Management Service	1.1. Check, receive, and record the fund transfer request in accordance with the prescribed documentary requirements, and forward it to the FMS – BD Chief. Note: For a Letter Request for Fund Transfer, receive the request through the Document Management System (DMS) or as a physical copy with applicable supporting documents. For the Special Allotment Release Order (SARO) with Notice of Cash Allocation (NCA), receive and record the copy of SARO with NCA from the Department of Budget and Management (DBM), from the Office of the Director of Financial and Management Service (FMS), with complete supporting documents.	None	1 hour/s	• Administrative Assistant VI, Budget Division; Financial and Management Service (FMS)
	1.2. Review the fund transfer request for eligibility and provide the necessary instructions.		1 hour/s	• Division Chief, Budget Division; Financial and Management Service (FMS)
	1.3. Check the details of the fund request, including the amount and source of funds, against the provided supporting documents, and prepare and attach		1 working day/s, 4 hour/s	• Administrative Officer IV, Budget Division; Financial and Manageme

	the sub-allotment breakdown and transmittal memorandum.			nt Service (FMS)
	1.4. Review the fund transfer request and accompanying memorandum. If the request and supporting documents are complete and accurate, affix a signature on the sub-allotment breakdown; otherwise, return the documents to the operating unit or processor.		4 hour/s	• Administrative Officer V, Budget Division; Financial and Management Service (FMS)
	1.5. Conduct final review on the fund transfer request. If found to be in order, prepare the SRO and forward it to the Chief, Budget Division.		2 hour/s	• Supervising Administrative Officer, Budget Division; Financial and Management Service (FMS)
	1.6. Certify the availability of funds and affix initials to the SRO and the transmittal memorandum.		30 minute/s	• Chief, Budget Division; Financial and Management Service (FMS)
	1.7. Update the PSL and forward the SRO to the Office of the FMS Director to obtain his/her signature on the Certification of Funds Availability section of the SRO.		30 minute/s	• Administrative Assistant VI/ Administrative Officer II, Budget Division; Financial and Manageme

				nt Service (FMS)
	1.8. Approve the SRO. Note: The approval of the SRO depends on the availability of authorized signatories.		1 hour/s	• Director, FMS/ Assistant Secretary for Administration, Finance, and Comptrollership (ASAFC)/ Authorized Signatories; Financial and Management Service (FMS)
	1.9. Receive the approved SRO and update the PSL. 1.9.1. Scan and upload the approved SRO and supporting documents to the Financial Reporting System (FRS) and notify the concerned FMS – Accounting Division (AD) staff to prepare the NTA. 1.9.2. Administer the Client Satisfaction Survey (CSS) to the requesting unit.		1 working day/s	• Administrative Assistant VI/ Administrative Officer II/Designated Budget Staff, Budget Division; Financial and Management Service (FMS)
	1.10. Obtain the approved SRO from the FRS and prepare the Notice of Transfer Allocation (NTA). The NTA shall be prepared for the month specified in the request and downloaded to the DILG Regional Offices based on the attached schedule.		1 working day/s	• Administrative Assistant I, FMS-AD; Financial and Management Service (FMS)

	Note: If the SRO is approved in the last week of a quarter, NTA will be prepared on the first working day of the following month.			
	1.11. Review the NTA and affix initials.		1 hour/s, 30 minute/s	• Chief, FMS-AD; Financial and Management Service (FMS)
	1.12. Forward the NTA to the Office of the FMS Director and the Office of the ASAFC for signature/approval.		30 minute/s	• Administrative Assistant I, FMS-AD; Financial and Management Service (FMS)
	1.13. Approve the NTA and forward it to the FMS-AD for information and recording.		2 hour/s	• Director, FMS/ASAFC; Administrative Assistant I, Office of ASAFC; Financial and Management Service (FMS)
2. Receive the NTA. **Location:** DILG - Financial Management Service	2. Submit the approved NTA to Landbank to facilitate the crediting of funds to the concerned DILG Regional Office's LBP - MDS account.	None	2 hour/s	• Administrative Assistant I, FMS-AD; Financial and Management Service (FMS)
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Administrative Service (AS)

Internal Services

1. Procurement, Inspection, Acceptance, and Issuance of Goods and Services

Conduct of the procurement process as provided under Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations (IRR), including the conduct of inspection, acceptance, and issuance of goods and services as prescribed by the Commission on Audit (COA) rules and regulations.

Office or Division:	Administrative Service (AS)
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	End-users, Suppliers, and Service Providers
Operating Hours:	8:00 AM - 5:00 PM
Statute:	RA 9184 (amended by RA 12009)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved and funded Purchase Request (PR) (1) Original Copy And (1) Photo Copy	Applicant / Client
2. Project Procurement Management Plan (PPMP), consolidated into the Annual Procurement Plan (APP) (1) Photo Copy	DILG - AS – PMD – BAC Secretariat Section
3. Terms of Reference (TOR) (1) Original Copy	Applicant / Client
4. Market analysis with quotations from suppliers and/or service providers (1) Original Copy	Applicant / Client
5. Certificate of Availability of Funds (1) Original Copy	DILG - FMS – Budget and Accounting Divisions
6. Distribution List (1) Original Copy	Applicant / Client
7. Operations Plan and Budget (OPB) (1) Photo Copy	DILG - Planning Service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The end-user submits the approved	1.1. Receive and record the approved	None	5 minute/s	• For DILG Central

and funded PR together with the PPMP and other supporting documents. **Location:** DILG Central/ Regional Office	and funded PR; check the completeness, correctness, and appropriateness of the required supporting documents; and assign a control number. Note: PRs containing the same items/category shall be consolidated within ten (10) calendar days from receipt of the first PR or after the communicated deadline of submission, if applicable.			Office (CO): Receiving Officer, AS – PMD – PPMS; Procurement Management Division (PMD) • For DILG Regional Offices (RO): Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	1.2. Determine the appropriate method of procurement to be used. Notes: If for Competitive/Public Bidding, forward the documents to the BAC Secretariat and proceed to Step 2. If the request(s) is/are for Direct Contracting, proceed with Step 9. If the request(s) is/are for Alternative Mode of Procurement (AMP), such as Small Value Procurement (SVP) or Shopping, proceed to Step 14. If request/s is/are for Common-Use Supplies available at the PS-DBM, follow the Guidelines on the use of Virtual Store (GPPB Resolution No. 20-2018, dated 18 October 2018)		10 minute/s	• For DILG CO: Division Chief, AS – PMD ; Procurement Management Division (PMD) • For DILG RO: BAC/FAD – GSS; Finance and Administrative Division (FAD)

	1.3. Receive and check the completeness of the supporting documents. If deficiency is noted, return to the concerned end-user. Consolidate the PRs of the same kind, if applicable		10 working day/s	• BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement Management Division (PMD) • BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Finance and Administrative Division (FAD)
2. Letter request addressed to AS Director. **Location:** DILG Central/ Regional Office	2.1. Prepare the Notice of Meeting and forward it to the BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval; conduct the Pre-Procurement Conference.	None	1 calendar day/s	• BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement Management Division (PMD) • BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice

				Chairperson; Finance and Administrative Division (FAD)
	2.2. Prepare the Minutes of the Meeting and forward them to the BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.		5 calendar day/s	• BAC Secretariat; Procurement Management Division (PMD) • BAC Secretariat; Finance and Administrative Division (FAD)
	2.3. Conduct a meeting with TWG to prepare, review, and finalize the Invitation to Bid (IB) and Bidding Documents.		1 calendar day/s	• BAC Secretariat/BAC TWG; Procurement Management Division (PMD) • BAC Secretariat/BAC TWG; Finance and Administrative Division (FAD)
	2.4. Forward final IB to BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.		1 calendar day/s	• BAC Secretariat/BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement

				Management Division (PMD) • BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Finance and Administrative Division (FAD)
	2.5. Post the approved IB and Bidding Documents in PhilGEPS website, DILG website, and conspicuous places.		1 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)
3. Prospective supplier/s and/or service provider/s and end-user/s attend the Pre-Bidding Conference. **Location:** DILG Central/ Regional Office	3.1. Prepare the Notice of Meeting and forward to BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.	None	1 calendar day/s	• BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement Management Division (PMD) • BAC Secretariat /BAC Secretariat Head/BAC

				Chairperson/ BAC Vice Chairperson; Finance and Administrative Division (FAD)
	3.2. Conduct the Pre-Bidding Conference, if applicable, to clarify and/or explain any of the requirements, terms, and conditions and technical specifications stipulated in the Bidding Documents.		1 calendar day/s	• BAC/BAC TWG/BAC Secretariat/End-users/ Observers/ Prospective Bidders; Procurement Management Division (PMD) • BAC/BAC TWG/BAC Secretariat/End-users/ Observers/ Prospective Bidders; Finance and Administrative Division (FAD)
	3.3. Prepare the Minutes of the Meeting and forward to BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.		5 calendar day/s	• BAC Secretariat/BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement Management Division (PMD) • BAC Secretariat

				/BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Finance and Administrative Division (FAD)
	3.4. If there are amendments on the Bidding Documents, prepare the Bid Bulletin and forward to BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.		1 calendar day/s	• BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement Management Division (PMD) • BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Finance and Administrative Division (FAD)
4. Supplier/s and/or service provider/s who purchased the Bidding Documents submit/s their bids on the date, time, and place specified in the IB, and attend/s the Opening of Bids. **Location:**	4.1. Receive the bids submitted by the bidders who purchased the Bidding Documents on the date, time, and place specified in the IB, conduct the Opening of Bids, and check the submitted documents of each	None	1 calendar day/s	• BAC/ BAC TWG/BAC Secretariat / Observers/ Bidders; Procurement Management Division (PMD)

DILG Central/ Regional Office	bidder using the non-discretionary “pass/fail” criterion.			• BAC/ BAC TWG/BAC Secretariat / Observers/ Bidders; Finance and Administrative Division (FAD)
	4.2. Prepare the Abstract of Bids as Read and forward to BAC for signature.		1 calendar day/s	• BAC/BAC Secretariat ; Procurement Management Division (PMD) • BAC/BAC Secretariat ; Finance and Administrative Division (FAD)
	4.3. Prepare the Minutes of the Meeting and forward to BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.		5 calendar day/s	• BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement Management Division (PMD) • BAC Secretariat /BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Finance and

				Administrative Division (FAD)
	4.4. Conduct a further/detailed evaluation of all the eligible bids using non-discretionary criteria considering the completeness of the Bids and Arithmetical Corrections. Declare the S/LCB as Evaluated.		1 calendar day/s	• BAC/ BAC TWG/BAC Secretariat / Observers; Procurement Management Division (PMD) • BAC/ BAC TWG/BAC Secretariat / Observers; Finance and Administrative Division (FAD)
	4.5. Prepare the Bid Evaluation Report.		1 calendar day/s	• BAC Secretariat / BAC TWG; Procurement Management Division (PMD) • BAC Secretariat / BAC TWG; Finance and Administrative Division (FAD)
	4.6. Prepare the Abstract of Bids as Evaluated and forward to BAC for signature.		1 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat

				; Finance and Administrative Division (FAD)
	4.7. Notify the S/LCB as Evaluated to submit the post-qualification documents within the prescribed period.		1 calendar day/s	• BAC Secretariat Member/BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Procurement Management Division (PMD) • BAC Secretariat Member/BAC Secretariat Head/BAC Chairperson/ BAC Vice Chairperson; Finance and Administrative Division (FAD)
	4.8. Prepare the Minutes of the Meeting and forward to BAC Secretariat Head and BAC Chairperson/Vice Chairperson for review and approval.		5 calendar day/s	• BAC Secretariat; Procurement Management Division (PMD) • BAC Secretariat; Finance and Administrative Division (FAD)

5. Evaluated S/LCRB submits Post-Qualification documents within the prescribed period. **Location:** DILG Central/ Regional Office	5.1. Conduct a Post-Qualification to verify, validate, and ascertain all statements made and documents submitted by the evaluated S/LCB; Prepare a Post-Qualification Report. If the bidder passed the post-qualification stage, the BAC TWG recommends the bidder to be declared as the Single/Lowest Calculated and Responsive Bidder (S/LCRB) (S/LCRB).	None	1 calendar day/s	• BAC through the BAC TWG/BAC Secretariat / Observers; Procurement Management Division (PMD) • BAC through the BAC TWG/BAC Secretariat / Observers; Finance and Administrative Division (FAD)
	5.2. Prepare the Resolution recommending the award of contract to the S/LCRB and Notice of Award (NOA).		3 calendar day/s	• BAC Secretariat Member/BAC Secretariat Head/BAC/ Head of Procuring Entity (HoPE); Procurement Management Division (PMD) • BAC Secretariat Member/BAC Secretariat Head/BAC/ Head of Procuring Entity (HoPE); Finance and Administrat

				ive Division (FAD)
	5.3. Forward the documents to the BAC for signature.		15 calendar day/s	• BAC Secretariat / BAC; Procurement Management Division (PMD) • BAC Secretariat / BAC; Finance and Administrative Division (FAD)
	5.4. Forward the documents to the HoPE for approval.		10 calendar day/s	• BAC Secretariat / HoPE; Procurement Management Division (PMD) • BAC Secretariat / HoPE; Finance and Administrative Division (FAD)
6. S/LCRB receives the NOA and submits any forms of performance security. **Location:** DILG Central/ Regional Office	6.1. Serve the NOA to the S/LCRB by securing the signature of the authorized representative on the conforme portion of the NOA.	None	3 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)

	6.2. Post the signed NOA and approved Resolution in PhilGEPS and DILG websites.		1 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)
	6.3. Check and receive the performance security from the S/LCRB.		1 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)
	6.4. Prepare the PO/Contract and Obligation Request Status (ORS), and the letter request for the preferred form of Warranty Security (WS), if applicable.		3 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)
7. S/LCRB receives PO/contract. If contract, S/LCRB notarizes the document and returns	7.1. Issue the approved and funded PO/contract to the S/LCRB.	None	1 calendar day/s	• BAC Secretariat /FAD – GSS Designated Officer;

the notarized contract. **Location:** DILG Central/ Regional Office				Procurement Management Division (PMD) • BAC Secretariat /FAD – GSS Designated Officer; Finance and Administrative Division (FAD)
	7.2. Once the PO/contract is signed by the S/LCRB and notarized (for contract), furnish the COA with certified true copies of the PO/contract with supporting documents.		1 calendar day/s	• BAC Secretariat / End-user/FMS; Procurement Management Division (PMD) • FAD – GSS Designated Officer; Finance and Administrative Division (FAD)
	7.3. Prepare the Notice to Proceed (NTP) and forward to HoPE for approval.		1 working day/s	• BAC Secretariat / HoPE; Procurement Management Division (PMD) • BAC Secretariat / HoPE; Finance and Administrative Division (FAD)

8. S/LCRB receives the NTP **Location:** DILG Central/ Regional Office	8.1. Serve the NTP to S/LCRB by securing the signature of the authorized representative on the conforme portion of the NTP.	None	1 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)
	8.2. Once the NTP is signed by the S/LCRB, post the NTP and PO/contract in PhilGEPS and DILG websites.		1 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)
	8.3. Endorse the original documents to AS – PMD – PCMS (for Central Office)/ FAD – GSS (for Regional Offices) for the implementation and monitoring of the PO/contract and proceed to Step 19.		1 calendar day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)

9. Request through direct contracting. **Location:** DILG Central/ Regional Office	9.1. For requests through direct contracting, prepare Request for Quotation (RFQ) along with applicable attachments for review and approval.	None	14 working day/s	• For DILG CO: BAC Secretariat /AS – PMD Chief; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / BAC Chairperson; Finance and Administrative Division (FAD)
	9.2. Send RFQ to the identified exclusive supplier/service provider.		2 working day/s	• Canvasser; Procurement Management Division (PMD) • Canvasser; Finance and Administrative Division (FAD)
10. Identified exclusive supplier/service provider submits the proposal and eligibility requirements. **Location:** DILG Central/ Regional Office	10.1. Receive the proposal and eligibility requirements and forward the set of documents to the action officer. For requests through direct contracting, prepare Request for Quotation (RFQ) along with applicable attachments for review and approval.	None	5 working day/s	• Canvasser; Procurement Management Division (PMD) • Canvasser; Finance and Administrative Division (FAD)
	10.2. Prepare the Resolution recommending the award of contract to the Single/Lowest		15 working day/s	• For DILG CO: BAC Secretariat /AS – PMD Chief;

	Calculated and Responsive Supplier and all its attachments for review and approval; Forward the Resolution with attachments to the BAC; Review the Resolution and its supporting documents and, if found in order, sign the BAC Resolution.If there are corrections/revisions, return the documents to the BAC Secretariat for appropriate action; Forward the documents to the HoPE for approval.			HoPE; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / BAC Secretariat Head; HoPE; Finance and Administrative Division (FAD)
11. Exclusive supplier/service provider receives the NOA. **Location:** DILG Central/ Regional Office	11.1. Issue NOA to the exclusive supplier/service provider.	None	1 working day/s	• Canvasser; Procurement Management Division (PMD) • Canvasser; Finance and Administrative Division (FAD)
	11.2. Prepare PO/contract, ORS, and cover memorandum and all its attachments for review and approval; Prepare letter request for preferred form of WS; For DILG CO, forward the documents to the end-user for approval and FMS – Budget/Accounting Division for funding. For DILG RO, forward the documents to		10 working day/s	• BAC Secretariat ; Procurement Management Division (PMD) • BAC Secretariat ; Finance and Administrative Division (FAD)

	FAD – Budget/Accounting Section for funding and HoPE for approval.			
12. Exclusive supplier/service provider receives PO/contract and WS Letter. **Location:** DILG Central/ Regional Office	12.1. Issue the approved and funded PO/contract to the exclusive supplier/service provider; Once the PO/contract is signed by the exclusive supplier/service provider and notarized (for contract), furnish the COA with the certified true copies of the PO/contract with supporting documents.	None	5 working day/s	• For DILG CO: Canvasser; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat; Finance and Administrative Division (FAD)
	12.2. Prepare NTP, if applicable, and forward to the HoPE for approval.		4 working day/s	• BAC Secretariat / HoPE/Canvasser; Procurement Management Division (PMD) • BAC Secretariat / HoPE/Canvasser; Finance and Administrative Division (FAD)
13. Exclusive supplier/service provider receives the NTP. **Location:** DILG Central/ Regional Office	13. Serve the NTP to exclusive supplier/service provider by securing the signature of the authorized representative on the conforme portion of the NTP; Endorse the	None	3 working day/s	• BAC Secretariat; Procurement Management Division (PMD)

	original documents to AS – PMD – PCMS (for Central Office)/FAD – GSS (for Regional Offices) for the implementation and monitoring of the PO/contract and proceed to Step 19.			• BAC Secretariat ; Finance and Administrative Division (FAD)
14. Request through AMP SVP or Shopping (b). **Location:** DILG Central/ Regional Office	14.1. For requests through AMP, SVP or Shopping (b), prepare the RFQ along with applicable attachments for review and approval. Note: For SVP involving lease/rental or other contracts, prepare Request for Legal Review; Post the RFQ in PhilGEPS website and conspicuous places if the ABC is above ₱50,000.00.	None	5 working day/s	• For DILG CO: SNPC Secretariat ; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / SNPC Secretariat ; Finance and Administrative Division (FAD)
	14.2. Gather quotations from suppliers/service providers until the set deadline. Note: For SVP, receipt of at least one (1) quotation is sufficient to proceed with the evaluation. For Shopping (b), receipt of at least three (3) quotations is necessary to proceed with the evaluation.		5 working day/s	• Canvasser; Procurement Management Division (PMD) • Canvasser; Finance and Administrative Division (FAD)
15. Supplier/service provider submits the proposal and eligibility requirements. **Location:**	15.1. Prepare Abstract of Quotation/s setting forth the names of those who responded to the RFQ and their corresponding price	None	1 working day/s	• For DILG CO: SNPC Secretariat ; Procurement Manageme

DILG Central/ Regional Office	quotation(s). Note: If requested item(s) is/are ICT resources, prepare memorandum addressed to ISTMS/RICTU requesting for review of technical specification offered by supplier/s/service provider/s; Conduct BAC/SNPC/TWG/GSS Meeting to evaluate the quotations.			nt Division (PMD) • For DILG RO: BAC Secretariat / SNPC Secretariat ; Finance and Administrative Division (FAD)
	15.2. Prepare the Resolution recommending the award of contract to the Single/Lowest Calculated and Responsive Supplier/Service Provider with attachments for review and approval; Forward the Resolution with attachments to the BAC; Review the Resolution and its supporting documents and, if found in order, sign the BAC Resolution; if with correction/revision, return to BAC Secretariat/SNPC Secretariat for appropriate action; Forward the documents to the HoPE for approval.		14 working day/s	• For DILG CO: SNPC Secretariat / HoPE; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / SNPC Secretariat / HoPE; Finance and Administrative Division (FAD)
16. S/LCRB receives the NOA. **Location:** DILG Central/ Regional Office	16.1. Issue NOA to the S/LCRB.	None	1 working day/s	• Canvasser; Procurement Management Division (PMD) • Canvasser; Finance

				and Administrative Division (FAD)
	16.2. Prepare PO/contract and cover memorandum and all its attachments for review and approval; Prepare letter request for preferred WS, if applicable; For DILG CO, forward the documents to the end-user for approval and FMS – Budget/Accounting Division for funding. For DILG RO, forward the documents to FAD – Budget/Accounting Section for funding and HoPE for approval.		8 working day/s	• For DILG CO: SNPC Secretariat / BAC Secretariat / FMS; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / SNPC Secretariat / Budget Officer/ Accountant / HoPE; Finance and Administrative Division (FAD)
17. S/LCRB receives PO/contract and WS Letter. If contract, S/LCRB notarizes the document and returns the notarized contract. **Location:** DILG Central/ Regional Office	17.1. Canvasser to serve the PO/contract to the supplier/service provider; Once the PO/contract is signed by the supplier/service provider and notarized (for contract), furnish the COA with the certified true copies of the PO/contract with supporting documents.	None	2 working day/s	• For DILG CO: SNPC Secretariat ; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / SNPC Secretariat ; Finance and Administrative Division (FAD)
	17.2. Prepare NTP, if applicable, and forward to the HoPE		5 working day/s	• For DILG CO: SNPC Secretariat

	for approval; otherwise, proceed to Step 19.			/HoPE; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / SNPC Secretariat /HoPE; Finance and Administrative Division (FAD)
18. S/LCRB receives the NTP. **Location:** DILG Central/ Regional Office	18.1. Serve the NTP to S/LCRB by securing the signature of the authorized representative on the conforme portion of the NTP.	None	7 working day/s	• Canvasser; Procurement Management Division (PMD) • Canvasser; Finance and Administrative Division (FAD)
	18.2. Endorse the original documents to AS – PMD – PCMS (for Central Office)/FAD – GSS (for Regional Offices) for the implementation and monitoring of the PO/contract and proceed to Step 19.		1 working day/s	• For DILG CO: SNPC Secretariat ; Procurement Management Division (PMD) • For DILG RO: BAC Secretariat / SNPC Secretariat ; Finance and Administrative Division (FAD)
19. Supplier/service provider is informed	19.1. Receive and check the completeness of the	None	15 minute/s	• For DILG CO: Administrat

about the delivery deadline. **Location:** DILG Central/ Regional Office	original documents from AS – PMD – PPMS/BSS for the monitoring of the PO/contract.			ive Officer I, AS – PMD – PCMS; Procurement Management Division (PMD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	19.2. Notify the supplier/service provider on the deadline of delivery.		5 minute/s	• For DILG CO: Administrative Officer I, AS – PMD – PCMS; Procurement Management Division (PMD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	19.3. Endorse original documents for delivery to the Property Unit and keep copies of the documents.		5 minute/s	• For DILG CO: Administrative Officer I, AS – PMD – PCMS; Procurement

				Management Division (PMD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
20. Supplier/service provider delivers the goods/services required and submits Delivery Receipt/Sales Invoice to AS – GSD – PAS (DILG CO) or FAD – GSS (DILG RO). **Location:** DILG Central/ Regional Office	20.1. Check documentary requirements of the delivery.	None	30 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS and Designated Inspector; Finance and Administrative Division (FAD)
	20.2. Receive the delivery of supplies, materials, equipment, and services based on the approved PO/contract, PR, Delivery Receipt (DR)/Sales Invoice (SI) for preparation of Inspection and Acceptance Report (IAR).		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD –

				GSS and Designated Inspector; Finance and Administrative Division (FAD)
	20.3. Prepare IAR.		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS and Designated Inspector; Finance and Administrative Division (FAD)
	20.4. Forward IAR, original copy of DR/SI, and approved PO/contract/PR to Technical Property Inspector (TPI) for inspection of deliveries.		5 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS and Designated Inspector; Finance and Administrat

				ive Division (FAD)
	20.5. Inspect and verify the items/services rendered as to quantity and conformity with the specifications stated on DR/SI based on the approved PO/contract.		1 hour/s	• For DILG CO: TPI; General Services Division (GSD) • For DILG RO: Designated Inspector; Finance and Administrative Division (FAD)
	20.6. Indicate the date of inspection, check the box for “Inspected, verified, and found in order as to quantity and specifications,” and sign the “Inspection” portion of the IAR.		1 minute/s	• For DILG CO: TPI; General Services Division (GSD) • For DILG RO: Designated Inspector; Finance and Administrative Division (FAD)
	20.7. Forward IAR, DR/SI, approved PO/contract to the Property and/or Supply Custodian for acceptance of delivered items/services rendered.		1 minute/s	• For DILG CO: TPI; Procurement Management Division (PMD) • For DILG RO: Designated Inspector; Finance and Administrative Division (FAD)
	20.8. Indicate the date of acceptance, check the box for		1 minute/s	• For DILG CO: Property

	“Complete as to quantity and specifications” or “Partial (please specify quantity),” and sign the “Acceptance” portion of the IAR.			Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	20.9. Store the delivered items to be issued to the Requisitioning Office.		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	20.10. Record and update the stock card of newly delivered items.		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated

				Officer, FAD – GSS; Finance and Administrative Division (FAD)
	20.11. Assign and tag property number for the accepted PPE/s and semi-expendable items.		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS ; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	20.12. Furnish COA with the copies of delivery documents within 24 hours from acceptance of deliveries.		30 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)

	20.13. Submit documents of the completed delivery to the Accounting Division/Section for the preparation of Journal Entry Voucher (JEV).		5 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
21. End-user submits the Requisition and Issue Slip (RIS) to AS – GSD – PAS (DILG CO) or FAD – GSS (DILG RO) and accomplishes the Client Satisfaction Survey (CSS) upon receipt of delivered items. **Location:** DILG Central/ Regional Office	21.1. Inform the requesting office of the availability of the supplies/equipment.	None	30 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	21.2. Prepare the Property Acknowledgement Receipt (PAR) or Inventory Custodian Slip (ICS) to record, monitor, and control the accountability of the end-user.		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD)

					• For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
		21.3. Receive RIS and PAR/ICS (if any) from the requesting office.		5 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
		21.4. Issue the deliveries to the requesting office.		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrat

				ive Division (FAD)
	21.5. Update the stock card of the issued items.		30 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	21.6. Administer CSS.		5 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	21.7. Report the CSS results in accordance with the Client Satisfaction Measurement procedure.		5 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General

				Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	21.8. Prepare Report of Supplies and Materials Issued (RSMI) and Report of Semi- Expendable Property Issued (RSPI), and secure signature.		1 hour/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	21.9. Forward to Accounting Division/Section to record the issued SMEs.		5 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance

				and Administrative Division (FAD)
	21.10. Forward IAR with supporting documents to AS – PMD – PCMS (DILG CO) for the preparation of Disbursement Voucher (DV) or FAD – Accounting Section (DILG RO) for the processing of payment in accordance with the Processing and Payment of Claims procedure.		30 minute/s	• For DILG CO: Property Officer, AS – GSD – PAS; General Services Division (GSD) • For DILG RO: Designated Officer, FAD – GSS; Finance and Administrative Division (FAD)
	21.11. Update the Process Summary Log Sheets (PSLs) for the following: • Public Bidding • AMP • Inspection, Acceptance, and Issuance of SMEs; Retain records in accordance with the Control of Retained Documented Information procedure and Master List of Retained Documented Information procedure.		1 working day/s	• Designated Records Custodian/ Process Owners, AS – GSD and PMD; Procurement Management Division (PMD) • Designated Records Custodian/ Process Owners, AS – GSD and PMD; Finance and Administrative Division (FAD)
General Remarks				

Note: This service is covered by RA No. 9184 and its Revised IRR and Government Accounting Manual (GAM). The Department is currently transitioning from RA 9184 to RA 12009.	
Total Processing Time:	Calendar Days: 75 calendar day/s Working Days: 121 working day/s, 4 hour/s, 43 minute/s
Total Processing Fee:	Total Standard Fee: None

2. Request for Certification and Records on Personnel Matters

This service facilitates for certificates pertaining to employment and other personnel records of active and inactive employees.

Office or Division:	Administrative Service (AS)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Former and present Employees of the DILG
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. (CO) 1 Fully accomplished signed Request Slip (physical or scanned copy) (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. (CO) Submit fully accomplished Request Slip to PD, AS through email or walk-in. **Location:** Department of the Interior and Local Government	1.1. (CO) Check the completeness of data on the received request slip and endorse to action officer.	None	10 minute/s	• (CO) HRMD Receiving Clerk; Administrative Service (AS)
	1.2. (CO) Determine if personnel who requested for document/s is active or inactive, request for 201 folder.		1 working day/s	• (CO) HRMD Receiving Clerk; Administrative Service (AS)
	1.3. (CO) Prepare the requested document/s based on the data in the 201 folder.		1 working day/s	• (CO) HRMD Action Officer; Administrative Service (AS)

2. CO) If physical copy is requested, claim the requested documents. If scanned e-copy, acknowledge receipt of the document in the email. **Location:** Department of the Interior and Local Government	2. (CO) Release the requested documents through the mode requested. File the receiving copy in the 201 folder.	None	10 minute/s	• (CO) HRMD Action Officer; Administrative Service (AS)
Total Processing Time:		Working Days: 2 working day/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Human Resource Development Division (HRDD)

Internal Services

1. Preparation of Department Order on Attendance to Official/Foreign/Local Trainings/Learning Events and Study Leave

This service covers the administrative process of preparing and issuing a formal document, known as a Department Order, which authorizes attendance in or conduct of training/learning events, study grants, and official travel, signed by the Head of the Department (or, in his/her absence, by the authorized official) and communicated to concerned personnel for implementation.

Office or Division:	Human Resource Development Division (HRDD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	DILG Officials and Employees (LG Sector: Central Office – Bureaus and Services, Regional/Field Offices/ LGA) Interior Sector: BFP, BJMP, PNP-NHQ/Regional/Field Offices/PPSC Attached Agencies: NYC, NCMF, PCW, ECDD
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Situational Requirement	
A. For Local Training/Learning Events	
A.1. Activity Design (for office-initiated events – LG Sector) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Executive/Bureaus/Services/Regional Offices*	
A.2. Endorsement from Head of Office (for employees), Letter Request (for heads of office) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
A.3. Invitation or Acceptance Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client
B. For Foreign Travel (Official business/time)	
B.1. Letter-request (1) Original Copy Or (1) Electronic Copy	Applicant / Client
B.2. Clearance (Central/ Regional) (1) Original Copy Or (1) Electronic Copy	Applicant / Client

Remarks: *Applicant's Office*	
B.3. Certification of No Pending Administrative Case (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Applicant's Office*	
B.4. Itinerary of Travel or Program of Activities (1) Original Copy Or (1) Electronic Copy	Applicant / Client
B.5. Approved Application for Leave (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Applicant's Office*	
B.6. Endorsement from Head of Office (for employees), Letter Request (for heads of office) (1) Original Copy Or (1) Electronic Copy	Applicant / Client
B.7. Invitation or Acceptance Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client
C. For Local Study Grant	
C.1. Application Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client
C.2. Proof of Admission to the Bar/Board Examinations (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Supreme Court/Philippine Regulation Commission*	
C.3. Proof of enrollment in review classes (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks: *Accredited/Recognized Review Centers*	
C.4. Certification of No Pending Administrative Case (1) Original Copy Or (1) Electronic Copy	Applicant / Client
Remarks:	

Applicant's Office				
C.5. Certification of No Pending Service Obligation (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: *Applicant's Office*				
C.6. Application for Leave (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
Remarks: *Applicant's Offices*				
C.7. Endorsement from Head of Office (for employees), Letter Request (for heads of office) (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
C.8. Invitation or Acceptance Letter (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the request, together with complete attachments, to the Human Resource Development Division (HRDD) in person or through email: hrdevelopmentdivision@dilg.gov.ph, together with the complete requirements. **Location:** 23rd floor, DILG Central Office	1.1. Receive the original or electronic copy of the request review the completeness and appropriateness of the supporting documents, and route to the Chief, HRDD.	None	10 minute/s	• HRDD Receiving Officer; Human Resource Development Division (HRDD)
	1.2. The Chief shall assign the request to the Action Officer.		5 minute/s	• HRDD Division Chief (or in her/his absence, to the Asst. or senior staff); Human Resource Development Division (HRDD)

	1.3. Prepare the Department Order (and Travel Authority for foreign travel) with a cover memo then submit for review to the Assistant to Chief, HRDD.		2 hour/s	• HRDD Action Officer; Human Resource Development Division (HRDD)
	1.4. Review and recommend the document for approval through DMS, if found to be in order; otherwise, return it to the Action Officer for revision.		1 working day/s, 2 hour/s	• HRDD Division Chief; Human Resource Development Division (HRDD) • AS Director; Any of requesting office / division • ASEC for HRD; Any of requesting office / division
	1.5. Review and approve in DMS (soft copies) and print the documents (hard copies), if found in order, else return to HRDD for necessary correction/revision: a. Office of the Undersecretary (if applicable) b. Head Executive Assistant (HEA) for review		1 working day/s	• HRDD Action Officer; Human Resource Development Division (HRDD)
	1.6. Sign/approve the Department Order (and Travel Authority for travel abroad)		3 working day/s	• SILG or Designated Officer-in-Charge; Any of requesting office / division

	1.7. Scan the approved/ signed Department Order then forward the hard copies to the HRDD and the soft copies through DMS for appropriate action.		15 minute/s	• OSEC Record Officer; Any of requesting office / division
2. Release the signed/approved Department Order. **Location:** 23rd floor DILG Central Office	2.1. Release the approved Department Order and/or Travel Authority through DMS, courier, hand-carried delivery, or pick-up.	None	10 minute/s	• HRDD Receiving Officer/Central Records Section; Human Resource Development Division (HRDD)
	2.2. Accomplish and submit an electronic copy of the Client Satisfaction Feedback (CSS) Form to HRDD upon receipt of the signed/approved Department Order and Post-Activity Report after completion of the training/activity.		10 minute/s	• Applicant; Any of requesting office / division
Total Processing Time:		Working Days: 5 working day/s, 4 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Public Affairs and Communication Service (PACS)

Internal Services

1. Issuance of Brand Identity Manual (BIM) Certification of Compliance

This service provides clients with a Certification of Compliance with the DILG's Brand Identity Manual (BIM) for all drafted designs submitted by other offices prior to printing and use in DILG-related activities, seminars, and workshops.

Office or Division:	Public Affairs and Communication Service (PACS)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DILG Central Office bureaus and services
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter (Memorandum Format) with sample image(s) of the item(s) (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a request letter in memorandum format with attached sample image(s) of the item(s) via DMS and/or hand delivery. **Location:** DILG Central Office	1.1. Receive the request from DMS or the delivered hard copy and record the request.	None	2 minute/s	• Focal Person; Creative Services Division (CSD)
	1.2. Assign graphic artists to evaluate the provided sample design for BIM compliance.		2 minute/s	• Division Chief; Creative Services Division (CSD)
	1.3. Inspect and evaluate the provided sample design.		2 working day/s	• CSD Graphic Artists; Creative Services Division (CSD)
	1.4. Approve the sample design if it		2 minute/s	• Division Chief;

	complies with the DILG's BIM. Issue comments and/or recommendations for revisions if the sample design does not comply with the DILG's BIM.			Creative Services Division (CSD)
	1.5. Draft the memorandum certification/response.		2 minute/s	• Focal Person; Creative Services Division (CSD)
	1.6. Submit the drafted memorandum to the Office of the Director of PACS for signature.		2 minute/s	• Focal Person; Creative Services Division (CSD)
2. Receive the certification/recommendation from PACS-CSD. **Location:** DILG Central Office	2.1. Release the certification/recommendation to the client upon approval by the Office of the Director.	None	2 minute/s	• Focal Person; Creative Services Division (CSD)
	2.2. Contact the requesting unit regarding the release of the certification/recommendation.		2 minute/s	• Focal Person; Creative Services Division (CSD)
Total Processing Time:		Working Days: 2 working day/s, 14 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Provision of Graphics and Layout Design Services

This service provides clients with graphics and layout design services for materials submitted by other offices for use in DILG-related activities, seminars, and workshops.

Office or Division:	Public Affairs and Communication Service (PACS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DILG-CO offices
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. JOB ORDER FORM (1) Original Copy	Department of the Interior and Local Government - PACS/CSD

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit a directive or Job Request Form, together with the supporting documents, to PACS-CSD through DMS or email. **Location:** PACS-CSD office, via DMS or email	1.1. Receive and record the Job Request.	None	5 minute/s	• Process Owner; Creative Services Division (CSD) • Division Chief; Creative Services Division (CSD) • Assistant Division Chief; Creative Services Division (CSD)
	1.2. Evaluate the received request.		5 minute/s	• Division Chief; Creative Services

				Division (CSD) • Assistant Division Chief; Creative Services Division (CSD) • Process Owner; Creative Services Division (CSD)
	1.3. Discuss the details of the request and conceptualize the job request design.		25 minute/s	• Section Chief; Creative Services Division (CSD)
	1.4. Assign the job order to the Graphics Artist (GA).		5 minute/s	• Assistant Division Chief; Creative Services Division (CSD) • Section Chief; Creative Services Division (CSD) • Graphic Artist; Creative Services Division (CSD)
	1.5. Perform the graphics and layout design task.		19 working day/s	• Graphic Artist; Creative Services Division (CSD)
	1.6. Submit the initial draft of the graphics and layout design.		5 minute/s	• Section Chief; Creative Services

				Division (CSD) • Graphic Artist; Creative Services Division (CSD)
	1.7. Review the initial draft.		5 minute/s	• Section Chief; Creative Services Division (CSD) • Division Chief; Creative Services Division (CSD) • Assistant Division Chief; Creative Services Division (CSD)
	1.8. Approve the initial draft design.		3 minute/s	• Division Chief; Creative Services Division (CSD) • Assistant Division Chief; Creative Services Division (CSD) • Process Owner; Creative Services Division (CSD)
	1.9. Release the approved draft to the requesting unit for comments, approval, or revision.		2 minute/s	• Process Owner; Creative Services

				Division (CSD)
	1.10. Revise the draft based on the comments of the requesting unit, if any.		6 hour/s, 55 minute/s	• Graphic Artist; Creative Services Division (CSD)
2. Receive the finished job order from PACS-CSD. **Location:** PACS Office, via email or DMS	2. Contact the requesting unit regarding the release of the finalized job request.	None	5 minute/s	• Process Owner; Creative Services Division (CSD)
3. Accomplish the Client Satisfaction Survey (CSS) provided by PACS-CSD. **Location:** PACS-CSD office, via DMS or email	3. Administer the Client Satisfaction Survey (CSS).	None	5 minute/s	• Process Owner; Creative Services Division (CSD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. Provision of Photo and/or Video Services

The process begins with the receipt of a request/directive for photo and/or video services, followed by planning and preparation for the shoot. After capturing the media, the editing phase follows, during which the best shots are selected and enhanced. Once editing is completed, the final digital copies are submitted to the requesting party. Additionally, all records of the request, production details, and final outputs are retained in the PACS-CSD database for future reference and compliance.

Office or Division:	Public Affairs and Communication Service (PACS)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DILG Central Office Operating Units
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Tracker for Photo and Video Services (1) Electronic Copy	Department of the Interior and Local Government - Public Affairs and Communication Service-Creative Services Division

Remarks:

One (1) original or electronic copy of the Provision of Photo and/or Video Service Request Tracker

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a directive or submit the accomplished Provision of Photo and/or Video Services Request Tracker via DMS, email, or Google Forms. **Location:** Office	1.1. Receive and record the request.	None	5 minute/s	• Action Officer; Creative Services Division (CSD)
	1.2. Evaluate and act on the request.		15 minute/s	• Section Chief; Creative Services

Notes/Instruction: Submit the request to the Public Affairs and Communication Service – Creative Services Division.				Division (CSD)
	1.3. Perform the requested service (depending on the length of the event).		2 working day/s, 7 hour/s, 35 minute/s	• Photographers/ Videographers; Creative Services Division (CSD)
2. Accomplish the Client Satisfaction Survey (CSS). **Location:** Office	2. Provide a copy of the Client Satisfaction Survey to the requesting party for accomplishment.	None	5 minute/s	• Process Owner; Creative Services Division (CSD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Information Systems and Technology Management Service (ISTMS)

Internal Services

1. Request for Information Systems Development

This service aims to ensure that application systems are developed with quality and delivered in a timely manner.

Office or Division:	Information Systems and Technology Management Service (ISTMS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	DILG Central Office Bureaus and Services
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Request Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the request letter. **Location:** DILG Central Office - Information Systems and Technology Management Service	1.1. Receive the request letter.	None	5 minute/s	• Administrative Assistant; Information Systems and Technology Management Service (ISTMS) • Administrative Aide; Information Systems and Technology Management Service (ISTMS)
	1.2. Assess the type of request and assign technical staff.		3 working day/s	• Director; Information Systems and Technology

				Management Service (ISTMS) • Division Chief; Information Systems Development Division (ISDD)
	1.3. Conduct an initial meeting with the client.		1 working day/s	• Division Chief; Information Systems Development Division (ISDD)
2. Submit reference materials. **Location:** DILG Central Office - Information Systems and Technology Management Service	2.1. Gather system requirements.	None	1 working day/s	• Systems Analyst; Information Systems Development Division (ISDD) • Systems Researcher; Information Systems Development Division (ISDD) • Programmer; Information Systems Development Division (ISDD)
	2.2. Provide the user requirements list for the client's review.		1 working day/s	• Systems Analyst; Information Systems Development Division (ISDD) • Systems Researcher; Information Systems

				Development Division (ISDD)
3. Finalize the requested system features and acknowledge the submitted user requirements list. **Location:** DILG Central Office - Information Systems and Technology Management Service	3.1. Receive the signed requirements list.	None	2 working day/s	• Systems Analyst; Information Systems Development Division (ISDD) • Systems Researcher; Information Systems Development Division (ISDD)
	3.2. Conduct a system study and formulate the system design.		22 working day/s	• IT Officer; Information Systems Development Division (ISDD) • Systems Analyst; Information Systems Development Division (ISDD) • Systems Researcher; Information Systems Development Division (ISDD) • Programmer; Information Systems Development Division (ISDD)
	3.3. Perform system development.		88 working day/s	• Systems Analyst; Information Systems Developme

				nt Division (ISDD) • Systems Researcher; Information Systems Development Division (ISDD) • Programmer; Information Systems Development Division (ISDD)
	3.4. Present the system.		4 hour/s	• Division Chief; Information Systems Development Division (ISDD) • IT Officer; Information Systems Development Division (ISDD) • Systems Analyst; Information Systems Development Division (ISDD) • Systems Researcher; Information Systems Development Division (ISDD) • Programmer; Information Systems Development Division (ISDD)

	3.5. Provide the User Acceptance Certificate and Client Satisfaction Survey to the client.		2 working day/s	• Systems Analyst; Information Systems Development Division (ISDD) • Systems Researcher; Information Systems Development Division (ISDD)
4. Accomplish the provided User Acceptance Certificate and Client Satisfaction Survey. **Location:** DILG Central Office	4. Receive the accomplished User Acceptance Certificate and Client Satisfaction Survey.	None	2 working day/s	• Systems Analyst; Information Systems Development Division (ISDD) • Systems Researcher; Information Systems Development Division (ISDD)

General Remarks

Some requests may not be acted upon immediately, and the total processing time may vary depending on the priority systems to be developed under MITHI-funded projects, the volume of requests received, and the availability of web developers.

Total Processing Time:	Working Days: 122 working day/s, 4 hour/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None

Legal and Legislative Liaison Service (LLLS)

Internal Services

1. Review of MOAs/MOUs/Contracts/Department Issuances/Presidential Issuances (for Clients Outside DILG Central Office)

Evaluation and preparation of comments and recommendations on draft policies, MOAs, MOUs, and contracts/agreements involving the Department.

Office or Division:	Legal and Legislative Liaison Service (LLLS)
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG Officials/Employees/Field Personnel, LGU Officials, and the General Public
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request addressed to the SILG/other Department Officials/Head of the LLLS (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the request to the concerned DILG Regional Office for review. **Location:** Legal Research, Assistance and Legislative Liaison Service. **Notes/Instruction:** 1.3 For MOAs, five (5) working days; for contracts, three (3) working days; and for legal studies/policy reviews, ten (10) working days.	1.1. Receive, record, and route the document received. (For internal processes, proceed to Step 1.3).	None	30 minute/s	• Records Officer; DILG Regional Offices
	1.2. Assign the request for review/comment.		30 minute/s	• Regional Director, DILG Regional Office concerned; DILG Regional Offices
	1.3. 1.3. Evaluate and prepare the review/comment. 1.3.1.Conduct legal research on		10 working day/s	• Legal Officer; DILG Regional Offices

1.10 For MOAs, six (6) working days; for contracts, four (4) working days; and for legal studies/policy reviews, eleven (11) working days. 1.12 Approve/sign the Memorandum for the USELLA, if acceptable, and return the signed document to LLLS-LRALLD for release to the Office of the USELLA.	applicable laws, rules, regulations, and other issuances. 1.3.2. Prepare the draft review/comment and forward the draft action to the Assistant Regional Director.			
	1.4. Review and countersign the draft review/comment, if acceptable, and forward it to the Regional Director.		1 working day/s	• Assistant Regional Director; DILG Regional Offices
	1.5. Approve/sign the review/comment.		5 hour/s	• Regional Director; DILG Regional Offices
	1.6. Record the approved/signed review/comment in the monitoring log sheet and forward it to the Regional Records Section/requesting office with the attached Client Satisfaction Survey (CSS) or indorsement to the DILG Central Office.		1 hour/s	• Action Officer; DILG Regional Offices
	1.7. Receive and route the request to the LLLS – Legal Research, Assistance, and Legislative Liaison Division.		1 hour/s	• Director; Legal and Legislative Liaison Service (LLLS)
	1.8. Receive and route the request to the LLLS – Legal Research, Assistance, and Legislative Liaison Division (LRALLD).		30 minute/s	• Director; Legal and Legislative Liaison Service (LLLS)
	1.9. Assign and route the received		6 hour/s	• Division Chief;

	documents to the Action Officer.			Legal and Legislative Liaison Service (LLLS)
	1.10. Prepare memoranda for the LLLS Director and the Undersecretary for External, Legal, and Legislative Affairs (USELLA), as well as the draft comments/review to be submitted to the Assistant Division Chief of LLLS-LRALLD.		11 working day/s	• Action Officer; Legal and Legislative Liaison Service (LLLS)
	1.11. Accept the document through the Document Management System (DMS). The Assistant Division Chief reviews the initial draft and, if acceptable, forwards the same to the Division Chief. The Division Chief signs the documents and, if acceptable, forwards the same to the LLLS Director.		1 hour/s	• Assistant Division Chief and Division Chief; Legal and Legislative Liaison Service (LLLS)
	1.12. Accept the finalized draft, review it, and approve/sign the same.		30 minute/s	• Director; Legal and Legislative Liaison Service (LLLS)
	1.13. Release the document to the Office of the USELLA.		30 minute/s	• Releasing Officer; Legal and Legislative Liaison Service (LLLS)
	1.14. Accept the finalized draft, review it, and approve/sign the same, if		1 working day/s	• USELLA; Legal and Legislative Liaison

	acceptable. Otherwise, return the same to the LLLS for clarification/revision/ modification.			Service (LLLS)
	1.15. Receive the signed draft and release the document to the Central Records Section with the attached CSS.		1 working day/s	• Tracking Officer an Releasing Officer; Legal and Legislative Liaison Service (LLLS)
	1.16. Photocopy/scan the comments and release them to the client.		30 minute/s	• Action Officer, Central Office - Central Records Section; Legal and Legislative Liaison Service (LLLS)
Total Processing Time:		Working Days: 26 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	

2. Review of MOAs/MOUs/Contracts/Department Issuances/Presidential Issuances (for DILG Central Office Clients)

Evaluation and preparation of comments and recommendations on draft policies, MOAs, MOUs, and contracts/agreements involving the Department.

Office or Division:	Legal and Legislative Liaison Service (LLLS)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	DILG Central Office Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Letter Request addressed to the SILG/other Department Officials/Head of the LLLS (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Submit the request to the LLLS for review. **Location:** Legal and Legislative Liaison Service **Notes/Instruction:** 1.3 For MOAs, six (6) working days; for contracts, four (4) working days; and for legal studies/policy reviews, eleven (11) working days. 1.5 Return the signed document to LLLS-LRALLD for release to the client.	1.1. Receive and route the request to LLLS - Legal Research, Assistance, and Legislative Liaison Division (LRALLD)	None	30 minute/s	• Director; Legal and Legislative Liaison Service (LLLS)
	1.2. Assign and route the received documents to the Action Officer.		6 hour/s	• Division Chief; Legal and Legislative Liaison Service (LLLS)
	1.3. Prepare a memorandum for the LLLS Director and the draft comments/review to be submitted to the Assistant Division		11 working day/s	• Action Officer; Legal and Legislative Liaison Service (LLLS)

	Chief of LLLS-LRALLD.			
	1.4. Accept the document through the Document Management System (DMS). The Assistant Division Chief reviews the initial draft and, if acceptable, forwards the same to the Division Chief. The Division Chief signs the documents and, if acceptable, forwards the same to the LLLS Director.		1 hour/s	• Assistant Division Chief and Division Chief; Legal and Legislative Liaison Service (LLLS)
	1.5. Accept the finalized draft, review it, and approve/sign the same.		30 minute/s	• Director; Legal and Legislative Liaison Service (LLLS)
	1.6. Receive the signed draft and release the document to the concerned office with the attached CSS.		1 working day/s	• Tracking Officer ; Legal and Legislative Liaison Service (LLLS)
Total Processing Time:		Working Days: 13 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DILG Regional Offices					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	

Bureau of Local Government Supervision (BLGS)

Internal Services

1. Preparation of the Endorsement Letter for the Issuance of Appointment for Permanent Vacancy in the Sanggunian (Panlalawigan, Panlungsod of HUCs and ICCs)

Service that process the endorsement Letter for the Issuance of Appointment Letter coming from the Office of the President, for the permanent vacancy in the Sangguniang Panlungsod of HUCs and ICCs.

Office or Division:	Bureau of Local Government Supervision (BLGS)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	LCEs, Nominees, Highest Official or Chairperson of Political Party Concerned
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Vacancy is Caused by a Member of Political Party	
A.1. Nomination signed by the highest official of the political party concerned (1) Original Copy	Applicant / Client
Remarks: *Political Party Concerned*	
A.2. Certificate of Party Membership of the nominee signed by the highest official of the political party (1) Original Copy	Applicant / Client
Remarks: *Political Party Concerned*	
A.3. Duly Notarized Personal Data Sheet (CSC Form 212) (1) Original Copy	LGU - HR Office
A.4. Certificate of Party Membership of the one who caused the vacancy as certified by the highest official of the said political party (1) Original Copy	Applicant / Client

Remarks: *Political Party Concerned*	
A.5. COMELEC Certificate of Candidacy and Certificate of Nomination and Acceptance in the last National and Local Elections of former Sanggunain Member; (1) Certified True Copy	COMELEC - Local Office
A.6. Certificate from the DILG Regional Office on the authenticity of the supporting documents (1) Original Copy	DILG - Regional Office
A.7. Other supporting documents such as Voter's Certification of the No (1) Original Copy	COMELEC/LGU - Local Office/requesting party
A.8. Death Certificate/Resignation Letter/Appointment or Oath of Office/Dismissal Order of the one who caused the vacancy (1) Certified True Copy	LGU - Local Civil Registry and HR Office
B. Vacancy is Caused by a Member without Political Party	
B.1. Nomination of the Sanggunian concerned (1) Original Copy	LGU - Office of the Sanggunian concerned
B.2. Personal Data Sheet (CSC Form 212) (1) Original Copy	LGU - HR Office
Remarks: *Duly filled-out*	
B.3. COMELEC Certificate of Candidacy of former Sanggunian Member. (1) Certified True Copy	COMELEC - Local Office
B.4. Certificate from the DILG Regional Office on the authenticity of the supporting documents (1) Original Copy	DILG - Regional office
B.5. Other supporting documents such as Voter's Certification of the Nominee, Residence Certification. (1) Certified True Copy	COMELEC/LGU - Local Office/requesting party concerned

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a letter requesting the issuance of an	1.1. Receive and evaluate the submitted documents	None	3 hour/s, 50 minute/s	• Administrative Assistant

appointment for the permanent vacancy. **Location:** 25th Floor, Receiving Desk, Bureau of Local Government Supervision	and prepare the endorsement.			VI; Policy Compliance Monitoring Division (PCMD)
	1.2. Recommend the approval of the endorsement.		4 hour/s	• Director IV; Bureau of Local Government Supervision (BLGS)
	1.3. Sign the cover memo for the approval of the Secretary of the Interior and Local Government (SILG).		1 working day/s	• Undersecretary; Bureau of Local Government Supervision (BLGS)
	1.4. Signs the endorsement letter.		1 working day/s	• Secretary; Office of the Secretary
	1.5. Release the approved endorsement to the Central Records Section.		10 minute/s	• Administrative Assistant VI; Policy Compliance Monitoring Division (PCMD)
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Office Groups and Divisions					
DILG REGIONAL OFFICES					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - Central Luzon	Region IV-A - CALABARZON	Region VIII – EASTERN VISAYAS	MIMAROPA Region
Region V - BICOL	Region VI – WESTERN VISAYAS	Region VII – CENTRAL VISAYAS	Region IX – ZAMBOANGA PENINSULA	Region X – NORTHERN MINDANAO	Region XI – DAVAO REGION

Office Groups and Divisions					
Region XII – SOCCSKSARGEN	Region XIII – CARAGA	CORDILLERA ADMINISTRATIVE REGION	NATIONAL CAPITAL REGION		

Finance and Administrative Division (FAD)

Internal Services

1. Request for Certification and Records on Personnel Matters

This service facilitates for certificates pertaining to employment and other personnel records of active and inactive employees.

Office or Division:	Finance and Administrative Division (FAD)
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Former and present Employees of the DILG
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. (RO) Properly filled-out Personnel Records Requisition form (1 Original Copy) (1) Original Copy	Applicant / Client

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. (RO) Submit Personnel Record Requisition Form either personally, thru email or DMS. **Location:** Department of the Interior and Local Government	1.1. (RO) Check the appropriateness and receive the filled-out Personnel Records Requisition Form.	None	10 minute/s	• (RO) Personnel/ Accounting Staff; Finance and Administrative Division (FAD)
	1.2. (RO) Check personnel records and/or gather relevant supporting documents to supply the data needed for the request.		1 working day/s	• (RO) Personnel/ Accounting Staff; Finance and Administrative Division (FAD)
	1.3. (RO) Prepare the requested document/s		1 working day/s	• (RO) Personnel/ Accounting Staff;

				Finance and Administrative Division (FAD)
2. (RO) Claim the requested document/s and accomplish the Customer Satisfaction Feedback Form accessible at DILG Regional Office/ DILG official website. **Location:** Department of the Interior and Local Government	2. (RO) Release the requested document/s.	None	10 minute/s	• (RO) Personnel/ Accounting Staff; Finance and Administrative Division (FAD)
Total Processing Time:		Working Days: 2 working day/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Information Systems and Technology Management Service – Network and Technology Management Division (ISTMS – NTMD) for Central Office; Regional Information and Communications Technology Unit (RICTU) for Regional Offices

Internal Services

1. Request for Technical Assistance on ICT Resources

An internal service provided by the ISTMS (for Central Office) and RICTU (for Regional Offices) to end-users who need technical assistance on ICT resources. The end-user shall request technical assistance, and the ISTMS/RICTU technical personnel shall provide the appropriate resolution or recommendation. Details will be documented in the ICT Technical Assistance Request Form (TARF).

Office or Division:	Information Systems and Technology Management Service – Network and Technology Management Division (ISTMS – NTMD) for Central Office; Regional Information and Communications Technology Unit (RICTU) for Regional Offices
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	DILG Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. ICT Technical Assistance Request Form (TARF) (1) Original Copy Or (1) Electronic Copy	DILG - ISTMS-NTMD (Central Office) / RICTU (Regional Office)

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Request for technical assistance through the accomplished ICT TARF via chat, e-mail, online system, letter/ memorandum, or walk-in **Location:** DILG Central, Regional, Provincial and Field Offices	1.1. Receive the ICT TARF from the end-user, log the necessary information in the ICT Technical Assistance Monitoring Log Sheet (TAML), and assign/generate an ICT Technical Assistance Reference Number.	None	30 minute/s	• ISTMS Personnel; Information Systems and Technology Management Service (ISTMS) • RICTU Personnel; Regional Information and Communications Technology

				Unit (RICTU)
	1.2. Assign a technical personnel.		30 minute/s	• Division Chief, NTMD; Information Systems and Technology Management Service (ISTMS) • Regional Information Technology Officer; Regional Information and Communications Technology Unit (RICTU)
	1.3. Assess and identify the issues faced by the end-user and provide technical support and tailored solutions based on the findings.		2 working day/s, 6 hour/s, 30 minute/s	• ISTMS Technical Personnel; Information Systems and Technology Management Service (ISTMS) • RICTU Technical Personnel; Regional Information and Communications Technology Unit (RICTU)
2. Accept and provide feedback on the technical assistance rendered and accomplish the Client	2. Secure the signature of the end-user in the ICT TARF and complete the documentation. NOTE: No signature	None	30 minute/s	• ISTMS Technical Personnel; Information Systems and

Satisfaction Survey (CSS). **Location:** DILG Central, Regional, Provincial and Field Offices	required for online ICT TARFs.			Technology Management Service (ISTMS) • RICTU Technical Personnel; Regional Information and Communications Technology Unit (RICTU)
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Office Groups and Divisions					
Regional Information and Communications Technology Unit (RICTU)					
Region I - ILOCOS REGION	Region II - CAGAYAN VALLEY	Region III - CENTRAL LUZON	Region IV-A - CALABARZON	MIMAROPA	Region V - BICOL REGION
Region VI - WESTERN VISAYAS	Region VII - CENTRAL VISAYAS	Region VIII - EASTERN VISAYAS	Region IX - ZAMBOANGA PENINSULA	Region X - NORTHERN MINDANAO	Region XI - DAVAO REGION
Region XII - SOCCSKSARGEN	Region XIII - CARAGA REGION	CORDILLERA ADMINISTRATIVE REGION (CAR)	NATIONAL CAPITAL REGION (NCR)	NEGROS ISLAND REGION (NIR)	
Information Systems and Technology Management Service (ISTMS)					
Information Systems Development Division (ISDD)	Data Analytics and Management Division (DAMD)	Network and Technology Management Division (NTMD)			

Administrative Service (AS) - General Services Division (GSD)

Internal Services

1. Provision of Vehicular Support Service

To provide transport assistance to all personnel of DILG Central, Regional, and Field Offices.

Office or Division:	Administrative Service (AS) - General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	DILG Central Office, Regional Office, and Field Office Personnel
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request for Vehicular Support Services (FM-QP-DILG-AS-RO- 12-0 1) (1) Original Copy	Applicant / Client
2. Supporting Documents (e.g., Activity Design, Department Order, Invitation, List of Passengers, etc.) (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the accomplished vehicle request form together with the necessary supporting documents. For Field Offices: Submit the request letter to any DILG Offices within the region. For Central Office: Submit the form no later than 24 hours prior to requested date if the trip is within Metro Manila, or at least five (5) days before the requested date if the trip is outside Metro Manila.	1. Receive the request form and check for the required supporting documents.	None	2 minute/s	• Chief, Motorpool Section/ AA III/ AA II GSS Staff (RO) FAS Staff (PO/City Office); Administrative Service (AS) - General Services Division (GSD)

Location: AS, GSD, Motorpool Section				
2. Submit the filled out form. **Location:** AS, GSD, Motorpool Section	2.1. Evaluate the request based on the following: • Official nature of the trip • Availability of the Driver • Availability of the Vehicle For Central Office, recommend approval to Chief, GSD. NOTE: If all the above requirements are satisfactory complied with, indicate the assigned driver/ vehicle on the form and sign the corresponding section to recommend for approval. If there is no available driver/vehicle, proceed to step 3.1.	None	10 minute/s	• Chief, Motorpool Section / GSS Staff (RO) FAS Staff (PO/City Office); Administrative Service (AS) - General Services Division (GSD)
	2.2. Review and approve the request.		5 minute/s	• Chief, GSD / GSS Chief (RO) City/Provincial Director (City Office/PO); Administrative Service (AS) - General Services Division (GSD)
	2.3. Record the request and inform the driver of the details of the trip.		2 minute/s	• GSD Staff / GSS Staff (RO) FAS Staff (PO/City Office); Administrative Service

				(AS) - General Services Division (GSD)
3. Receive the result of the request and accomplish the Client Satisfaction Survey (CSS) Form. **Location:** AS, GSD, Motorpool Section	3. Inform the requesting party of the approval/disapproval of request. Provide the details of driver and vehicle for approved requests and administer the Client Satisfaction Survey.	None	5 minute/s	• Chief/GSD Staff, Motorpool Section/ AA III / GSS Staff (RO) FAS Staff (PO/City Office); Administrative Service (AS) - General Services Division (GSD)
Total Processing Time:		Working Days: 24 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Function Room and DILG Dormitory

This service pertains to the administrative process of ensuring that all requests for the function room and DILG Dormitory are properly coordinated.

Office or Division:	Administrative Service (AS) - General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	DILG Central Office, DILG Regional Offices, and NAPOLCOM Central Office Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. One (1) original or electronic copy of the letter request addressed to the AS Director through the GSD Chief (1) Original Copy	Applicant / Client
2. One (1) original or electronic copy of Request for use of Function Room or DILG-Central Office Dormitory Request Form (1) Original Copy	AS - GSD - Auxiliary Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the letter request to AS-GSD Auxiliary Section. **Location:** AS-GSD	1.1. Receive the letter request.	None	15 minute/s	• Action Officer; General Services Division (GSD)
	1.2. Check the availability of the function room/DILG Dormitory.		1 hour/s	• Action Officer; General Services Division (GSD)
	1.3. Inform the client of the availability of the function room/DILG Dormitory.		1 hour/s	• Action Officer; General Services

				Division (GSD)
2. Fill-out the prescribed request form and submit to AS-GSD Auxiliary Section. **Location:** AS-GSD	2.1. Receive the accomplished request form.	None	15 minute/s	• Action Officer; General Services Division (GSD)
	2.2. Log the request. In the case of a function room request, calendar details of the activity in the Google Sheet. In the case of a dormitory accommodation request, log the names of the occupants in the logbook and/or Google Sheet.		30 minute/s	• Action Officer; General Services Division (GSD)
3. Accomplish the Client Satisfaction Survey (CSS) Form. **Location:** AS-GSD	3. Administer the CSS Form.	None	5 minute/s	• Action Officer; Administrative Service (AS) - General Services Division (GSD)
Total Processing Time:		Working Days: 3 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Repair and Maintenance

This service covers the administrative process of handling requests for minor repair and maintenance of the DILG Central Office operating units.

Office or Division:	Administrative Service (AS) - General Services Division (GSD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	DILG Central Office Operating Units
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. One (1) original or electronic copy of Request for Installation/Repair Form (1) Original Copy	Administrative Service - General Services Division

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)
1. Fill-out the prescribed request form and submit to AS-GSD Auxiliary Section **Location:** AS - GSD	1.1. Receive the accomplished request form.	None	20 minute/s	• Action Officer; Administrative Service (AS) - General Services Division (GSD)
	1.2. Assess and evaluate the extent/scope of the repair needed.		1 hour/s	• Facility Maintenance Coordinator; Administrative Service (AS) - General Services Division (GSD)

	1.3. Check the availability of maintenance personnel. Note: If no personnel are available, schedule the repair work and communicate the schedule to the client.		1 hour/s	• Action Officer; Administrative Service (AS) - General Services Division (GSD)
	1.4. Conduct the repair work.		1 working day/s	• Action Officer; Administrative Service (AS) - General Services Division (GSD)
2. Accomplish the Client Satisfaction Survey (CSS) Form. **Location:** AS - GSD	2. Administer the CSS Form.	None	5 minute/s	• Action Officer; Administrative Service (AS) - General Services Division (GSD)
Total Processing Time:		Working Days: 1 working day/s, 2 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Legal and Legislative Liaison Service – Trial and Investigation Division (LLLS – TID)

Internal Services

1. Issuance of Certificate of No Pending Administrative Case

Preparation and issuance of a Certificate of No Pending Administrative Case as requested by DILG personnel and LGU elected officials.

The certification shall be issued upon verification of the official records/database of the Trial and Investigation Division (TID), provided that there is no pending administrative case filed before the Department against the concerned personnel or LGU official.

Office or Division:	Legal and Legislative Liaison Service – Trial and Investigation Division (LLLS – TID)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	DILG Personnel and LGU Officials
Operating Hours:	8:00 AM - 5:00 PM
Statute:	2025 Rules on Administrative Cases in the Civil Service (RACCS) and Administrative Order (AO) No. 23

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
For Standard Requirement	
1. Accomplished request form for the Certificate of No Pending Administrative Case (1) Original Copy	Applicant / Client
Remarks: *The client should have no pending case based on the records/database of the Trial and Investigation Division.*	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE** (Designation; Office)

1. Accomplish and submit the duly accomplished request form (in person or online). **Location:** Trial and Investigation Division, Legal and Legislative Liaison Service	1.1. Receive the accomplished request form and update the Clearance Log Sheet.	None	11 minute/s	• Receiving Officer; Trial and Investigation Division (TID)
	1.2. Validate and verify the request and other pertinent data.		10 minute/s	• Action Officer; Trial and Investigation Division (TID)
	1.3. Prepare the certification and the internal memorandum for the LLLS Director.		10 minute/s	• Action Officer; Legal Assistant III
	1.4. Review the certification and sign the internal memorandum for the LLLS Director.		5 minute/s	• Division Chief; Trial and Investigation Division (TID)
	1.5. Approve and sign the certification.		5 minute/s	• Director; Legal and Legislative Liaison Service (LLLS)
	1.6. Release the Certification to the client.		5 minute/s	• Receiving staff; Trial and Investigation Division (TID)
Total Processing Time:		Working Days: 46 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Accomplish the Client Satisfaction Survey form after receiving your requested service from our action officers. For other concerns, you may send an e-mail at paccrecords@gmail.com or call the telephone number (02) 8925-0343.
How feedback is processed	Feedback on our services are immediately attended to by the concerned action officer. Other feedback and concerns are endorsed by the Public Assistance and Complaints Center (PACC) to the appropriate office. Upon receiving the reply from the concerned office/personnel, the client will be informed via e-mail/phone call/letter.
How to file a complaint	**For walk-ins at the Central Office:** Accomplish the Client's Complaint Form available at the DILG Helpdesk at the Ground Floor, DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City (Central Office). **For walk-ins at the Regional, Provincial, and Field Offices:** Approach the Desk Officer of the Day and accomplish the Client's Complaint Form. **Online:** Send an e-mail to **paccrecords@gmail.com** and provide the following details: • *Name (optional) and contact number of the complainant* • *Narrative/details of the complaint* • *Name of the office/LGU and/or official being complained*
How complaints are processed	All complaints received will be reviewed by the PACC or the Desk Officer of the Day and endorsed to the concerned office for a reply or an appropriate action.

	The PACC or the DILG Regional Office will provide feedback to the complainant via e-mail/letter.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph, 1-ARTA (2782)

List of Offices

Office
Department of the Interior and Local Government - Proper
Office of the Secretary
Office of the Undersecretaries
Office of the Undersecretary for Local Government
Office of the Undersecretary for Peace and Order
Office of the Undersecretary for Public Safety
Office of the Undersecretary for Operations
Office of the Undersecretary for External, Legal, and Legislative Affairs
Office of the Undersecretary for Plans and Programs
Office of the Undersecretary for Public Affairs and Communications
Office of the Undersecretary / Chief-of-Staff of the Secretary
Office of the Assistant Secretaries
Office of the Assistant Secretary for Administration, Finance, and Comptrollership
Office of the Assistant Secretary for Plans and Programs
Office of the Assistant Secretary for Human Resource Development
Office of the Assistant Secretary for Community Participation
Office of the Assistant Secretary for Peace and Order
Office of the Assistant Secretary for International Relations
Office of the Assistant Secretary for Legal and Legislative Affairs
Office of the Assistant Secretary for Local Government
Office of the Assistant Secretary for Public Safety
Office of the Assistant Secretary for Communications and External Affairs
Internal Audit Service (IAS)
Internal Audit Division I (Local Government Sector)
Internal Audit Division II (Interior Sector)
Planning Service (PS)
Planning and Programming Division (PPD)
Monitoring and Evaluation Division (MED)
Financial and Management Service (FMS)

Budget Division (BD)
Accounting Division (AD)
Management Division (MD)
Administrative Service (AS)
General Services Division (GSD)
Auxiliary Section
Cash Section
Motorpool Section
Property Accounts Section
Central Records Section
Civil Security Section
Procurement Management Division (PMD)
Human Resource Development Division (HRDD)
Human Resource Management Division (HRMD)
Public Affairs and Communication Service (PACS)
Information and Communication Research Division (ICRD)
Creative Services Division (CSD)
Public Relations Division (PRD)
Information Systems and Technology Management Service (ISTMS)
Information Systems Development Division (ISDD)
Data Analytics and Management Division (DAMD)
Network and Technology Management Division (NTMD)
Legal and Legislative Liaison Service (LLLS)
Trial and Investigation Division (TID)
Appeals Division (AD)
Legal Research, Assistance, and Legislative Liaison Division (LRALLD)
Office of Project Development Services (OPDS)
Project Capacity Development Division (PCDD)
Project Monitoring and Evaluation Division (PMED)
National Barangay Operations Office (NBOO)
Community Capacity Development Division (CCDD)

Research and Profiling Division (RPD)
Citizens Affairs and Political Development Division (CAPDD)
Bureau of Local Government Supervision (BLGS)
Local Governance Performance Management Division (LGPMD)
Policy Compliance Monitoring Division (PCMD)
Local Government Relations Division (LGRD)
Recognition and Awards Division (RAD)
Bureau of Local Government Development (BLGD)
Local Development Planning Division (LDPD)
Local Fiscal Resource Development Division (LFRDD)
Local Administrative Development Division (LADD)
Emergency 911 National Office
Emergency 911 National Call Center
Development Management Section
Administrative Section
Region I - ILOCOS REGION
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section
Accounting Section,
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Ilocos Norte
Adams
Bacarra
Badoc
Bangui
Banna
Batac City
Burgos

Carasi
Currimao
Dingras
Dumalneg
Laoag City
Marcos
Nueva Era
Paoay
Pasuquin
Piddig
Pinili
San Nicolas
Sarrat
Solsona
Vintar
Finance and Administrative Section
Ilocos Sur
Alilem
Banayoyo
Bantay
Burgos
Cabugao
Candon City
Caoayan
Cervantes
Galimuyod
Gregorio del Pilar
Lidlidda
Magsingal
Nagbukel
Narvacan

Quirino
Salcedo
San Emilio
San Esteban
San Ildefonso
San Juan
San Vicente
Santa
Santa Catalina
Santa Cruz
Santa Lucia
Santa Maria
Santiago
Santo Domingo
Sigay
Sinait
Sugpon
Suyo
Tagudin
Vigan City
Finance and Administrative Section
La Union
Agoo
Aringay
Bacnotan
Bagulin
Balaoan
Bangar
Bauang
Burgos
Caba

Luna
Naguilian
Pugo
Rosario
San Fernando City
San Gabriel
San Juan
Santo Tomas
Santol
Sudipen
Tubao
Finance and Administrative Section
Pangasinan
Alaminos City
San Carlos City
Urdaneta City
Agno
Aguilar
Alcala
Anda
Anda
Balungao
Bani
Basista
Bautista
Bayambang
Binalonan
Binmaley
Bolinao
Bugallon
Burgos

Calasiao
Dasol
Infanta
Labrador
Laoac
Lingayen
Mabini
Malasiqui
Manaoag
Mangaldan
Mangatarem
Mapandan
Natividad
Pozorrubio
Rosales
San Fabian
San Jacinto
San Manuel
San Nicolas
San Quintin
Santa Barbara
Santa Maria
Santo Tomas
Sison
Sual
Tayug
Umingan
Urbiztondo
Villasis
Finance and Administrative Section
Dagupan City

Region II - CAGAYAN VALLEY
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Batanes
Basco
Itbayat
Ivana
Mahatao
Sabtang
Uyugan
Finance and Administrative Section
Cagayan
Abulug
Alcala
Allacapan
Amulung
Aparri
Baggao
Ballesteros
Buguey
Calayan
Camalaniugan
Claveria
Enrile
Gattaran
Gonzaga

Lal-lo
Lasam
Pamplona
Peñablanca
Piat
Rizal
Sanchez-Mira
Santa Ana
Santa Praxedes
Santa Teresita
Santo Niño
Solana
Tuao
Tuguegarao City
Finance and Administrative Section
Isabela
Alicia
Angadanan
Aurora
Benito Soliven
Burgos
Cabagan
Cabatuan
Cauayan City
Cordon
Delfin Albano
Dinapigue
Divilacan
Echague
Gamu
Ilagan City

Jones
Luna
Maconacon
Mallig
Naguilian
Palanan
Quezon
Quirino
Ramon
Reina Mercedes
Roxas
San Agustin
San Guillermo
San Isidro
San Manuel
San Mariano
San Mateo
San Pablo
Santa Maria
Santo Tomas
Tumauini
Finance and Administrative Section
Nueva Vizcaya
Alfonso Castañeda
Ambaguio
Aritao
Bagabag
Bambang
Bayombong
Diadi
Dupax del Norte

Dupax del Sur
Kasibu
Kayapa
Quezon
Santa Fe
Solano
Villaverde
Finance and Administrative Section
Quirino
Aglipay
Cabarroguis
Diffun
Maddela
Nagtipunan
Saguday
Finance and Administrative Section
Santiago City
Region III - CENTRAL LUZON
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section
Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Aurora
Baler
Casiguran
Dilasag
Dinalungan
Dingalan

Dipaculao
Maria Aurora
San Luis
Finance and Administrative Section
Bataan
Abucay
Bagac
Balanga City
Dinalupihan
Hermosa
Limay
Mariveles
Morong
Orani
Orion
Pilar
Samal
Finance and Administrative Section
Nueva Ecija
Aliaga
Bongabon
Cabanatuan City
Cabiao
Carranglan
Cuyapo
Gabaldon
Gapan City
General Mamerto Natividad
General Tinio
Guimba
Jaen

Laur
Licab
Llanera
Lupao
Science City of Muñoz
Nampicuan
Palayan City
Pantabangan
Peñaranda
Quezon
Rizal
San Antonio
San Isidro
San Jose
San Leonardo
Santa Rosa
Santo Domingo
Talavera
Talugtug
Zaragoza
Finance and Administrative Section
Pampanga
Apalit
Arayat
Bacolor
Candaba
Floridablanca
Guagua
Lubao
Mabalacat City
Macabebe

Magalang
Masantol
Mexico
Minalin
Porac
San Fernando City
San Luis
San Simon
Santa Ana
Santa Rita
Santo Tomas
Sasmuan
Finance and Administrative Section
Tarlac
Anao
Bamban
Camiling
Capas
Concepcion
Gerona
La Paz
Mayantoc
Moncada
Paniqui
Pura
Ramos
San Clemente
San Jose
San Manuel
Santa Ignacia
Tarlac City

Victoria
Finance and Administrative Section
Zambales
Botolan
Cabangan
Candelaria
Castillejos
Iba
Masinloc
Palauig
San Antonio
San Felipe
San Marcelino
San Narciso
Santa Cruz
Subic
Finance and Administrative Section
Bulacan
Angat
Balagtas
Baliuag City
Bocaue
Bulakan
Bustos
Calumpit
Doña Remedios Trinidad
Guiguinto
Hagonoy
Malolos City
Marilao
Meycauayan City

Norzagaray
Obando
Pandi
Paombong
Plaridel
Pulilan
San Ildefonso
San Jose del Monte City
San Miguel
San Rafael
Santa Maria
Finance and Administrative Section
Angeles City
Olongapo City
Region IV-A - CALABARZON
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Monitoring and Evaluation Division (LGMED)
Cavite
Alfonso
Amadeo
Bacoor City
Carmona City
Cavite City
Dasmariñas City
General Emilio Aguinaldo
General Mariano Alvarez
General Trias City

Imus City
Indang
Kawit
Magallanes
Maragondon
Mendez
Naic
Noveleta
Rosario
Silang
Tagaytay City
Tanza
Ternate
Trece Martires City
Finance and Administrative Section
Laguna
Alaminos
Bay
Biñan City
Cabuyao City
Calamba City
Calauan
Cavinti
Famy
Kalayaan
Liliw
Los Baños
Luisiana
Lumban
Mabitac
Magdalena

Majayjay
Nagcarlan
Paete
Pagsanjan
Pakil
Pangil
Pila
Rizal
Finance and Administrative Section
San Pablo City
San Pedro City
Santa Cruz
Santa Maria
Santa Rosa City
Siniloan
Victoria
Finance and Administrative Section
Batangas
Agoncillo
Alitagtag
Balayan
Balete
Batangas City
Bauan
Calaca City
Calatagan
Cuenca
Ibaan
Laurel
Lemery
Lian

Lipa City
Lobo
Mabini
Malvar
Mataasnakahoy
Nasugbu
Padre Garcia
Rosario
San Jose
San Juan
San Luis
San Nicolas
San Pascual
Santa Teresita
Santo Tomas City
Taal
Talisay
Tanauan City
Taysan
Tingloy
Tuy
Finance and Administrative Section
Rizal
Angono
Antipolo City
Baras
Binangonan
Cainta
Cardona
Jalajala
Morong

Pililla
Rodriguez
San Mateo
Tanay
Taytay
Teresa
Quezon
Agdangan
Alabat
Atimonan
Buenavista
Burdeos
Calauag
Candelaria
Catanauan
Dolores
General Luna
General Nakar
Guinayangan
Gumaca
Infanta
Jomalig
Lopez
Lucban
Macalelon
Mauban
Mulanay
Padre Burgos
Pagbilao
Panukulan
Patnanungan

Perez
Pitogo
Plaridel
Polillo
Quezon
Real
Sampaloc
San Andres
San Antonio
San Francisco
San Narciso
Sariaya
Tagkawayan
Tayabas City
Tiaong
Unisan
Lucena City
Finance and Administrative Section
Local Government Capability Development Division (LGCDD)
MIMAROPA
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Occidental Mindoro
Abra de Ilog
Calintaan
Looc

Lubang
Magsaysay
Mamburao
Paluan
Rizal
Sablayan
San Jose
Santa Cruz
Finance and Administrative Section
Oriental Mindoro
Baco
Bansud
Bongabong
Bulalacao
Calapan City
Gloria
Mansalay
Naujan
Pinamalayan
Pola
Puerto Galera
Roxas
San Teodoro
Socorro
Victoria
Finance and Administrative Section
Marinduque
Boac
Buenavista
Gasan
Mogpog

Santa Cruz
Torrijos
Finance and Administrative Section
Romblon
Alcantara
Banton
Cajidiocan
Calatrava
Concepcion
Corcuera
Ferrol
Looc
Magdiwang
Odiongan
Romblon
San Agustin
San Andres
San Fernando
San Jose
Santa Fe
Santa Maria
Finance and Administrative Section
Palawan
Aborlan
Agutaya
Araceli
Balabac
Bataraza
Brooke's Point
Busuanga
Cagayancillo

Coron
Culion
Cuyo
Dumaran
El Nido
Kalayaan
Linapacan
Magsaysay
Narra
Quezon
Rizal
Roxas
San Vicente
Sofronio Española
Taytay
Finance and Administrative Section
Puerto Princesa City
Region V - BICOL REGION
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section
Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Albay
Bacacay
Camalig
Daraga
Guinobatan
Jovellar

Legazpi City
Libon
Ligao City
Malilipot
Malinao
Manito
Oas
Pio Duran
Polangui
Rapu-Rapu
Santo Domingo
Tabaco City
Tiwi
Finance and Administrative Section
Camarines Norte
Basud
Capalonga
Daet
Jose Panganiban
Labo
Mercedes
Paracale
San Lorenzo Ruiz
San Vicente
Santa Elena
Talisay
Vinzons
Finance and Administrative Section
Camarines Sur
Baao
Balatan

Bato
Bombon
Buhi
Bula
Cabusao
Calabanga
Camaligan
Canaman
Caramoan
Del Gallego
Gainza
Garchitorena
Goa
Iriga City
Lagonoy
Libmanan
Lupi
Magarao
Milaor
Minalabac
Nabua
Ocampo
Pamplona
Pasacao
Pili
Presentacion
Ragay
Sagñay
San Fernando
San Jose
Sipocot

Siruma
Tigaon
Tinambac
Finance and Administrative Section
Sorsogon
Barcelona
Bulan
Bulusan
Casiguran
Castilla
Donsol
Gubat
Irosin
Juban
Magallanes
Matnog
Pilar
Prieto Diaz
Santa Magdalena
Sorsogon City
Finance and Administrative Section
Catanduanes
Bagamanoc
Baras
Bato
Caramoran
Gigmoto
Pandan
Panganiban
San Andres
San Miguel

Viga
Virac
Finance and Administrative Section
Masbate
Aroroy
Baleno
Balud
Batuan
Cataingan
Cawayan
Claveria
Dimasalang
Esperanza
Mandaon
Masbate City
Milagros
Mobo
Monreal
Palanas
Pio V. Corpus
Placer
San Fernando
San Jacinto
San Pascual
Uson
Finance and Administrative Section
Naga City
Region VI - WESTERN VISAYAS
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section

Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Aklan
Altavas
Balete
Banga
Batan
Buruanga
Ibajay
Kalibo
Lezo
Libacao
Madalag
Makato
Malay
Malinao
Nabas
New Washington
Numancia
Tangalan
Finance and Administrative Section
Antique
Anini-y
Barbaza
Belison
Bugasong
Caluya
Culasi
Hamtic

Laua-an
Libertad
Pandan
Patnongon
San Jose de Buenavista
San Remigio
Sebaste
Sibalom
Tibiao
Tobias Fornier
Valderrama
Finance and Administrative Section
Capiz
Cuartero
Dao
Dumalag
Dumarao
Ivisan
Jamindan
Maayon
Mambusao
Panay
Panitan
Pilar
Pontevedra
President Roxas
Roxas City
Sapian
Sigma
Tapaz
Finance and Administrative Section

Iloilo
Ajuy
Alimodian
Anilao
Badiangan
Balasan
Banate
Barotac Nuevo
Barotac Viejo
Batad
Bingawan
Cabatuan
Calinog
Carles
Concepcion
Dingle
Dueñas
Dumangas
Estancia
Guimbal
Igbaras
Janiuay
Lambunao
Leganes
Lemery
Leon
Maasin
Miagao
Mina
New Lucena
Oton

Passi City
Pavia
Pototan
San Dionisio
San Enrique
San Joaquin
San Miguel
San Rafael
Santa Barbara
Sara
Tigbauan
Tubungan
Zarraga
Finance and Administrative Section
Guimaras
Buenavista
Jordan
Nueva Valencia
San Lorenzo
Sibunag
Finance and Administrative Section
Iloilo City
Region VII - CENTRAL VISAYAS
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section
Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Bohol

Alburquerque
Alicia
Anda
Antequera
Baclayon
Balilihan
Batuan
Bien Unido
Bilar
Buenavista
Calape
Candijay
Carmen
Catigbian
Clarin
Corella
Cortes
Dagohoy
Danao
Dauis
Dimiao
Duero
Garcia Hernandez
Getafe
Guindulman
Inabanga
Jagna
Lila
Loay
Loboc
Loon

Mabini
Maribojoc
Panglao
Pilar
President Carlos P. Garcia
Sagbayan
San Isidro
San Miguel
Sevilla
Sierra Bullones
Sikatuna
Tagbilaran City
Talibon
Trinidad
Tubigon
Ubay
Valencia
Finance and Administrative Section
Cebu
Alcantara
Alcoy
Alegria
Aloguinsan
Argao
Asturias
Badian
Balamban
Bantayan
Barili
Bogo City
Boljoon

Borbon
Carcar City
Carmen
Catmon
Compostela
Consolacion
Cordova
Daanbantayan
Dalaguete
Danao City
Dumanjug
Ginatilan
Liloan
Madridejos
Malabuyoc
Medellin
Minglanilla
Moalboal
Naga City
Oslob
Pilar
Pinamungajan
Poro
Ronda
Samboan
San Fernando
San Francisco
San Remigio
Santa Fe
Santander
Sibonga

Sogod
Tabogon
Tabuelan
Talisay City
Toledo City
Tuburan
Tudela
Cebu City
Lapu-Lapu City
Mandaue City
Region VIII - EASTERN VISAYAS
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section
Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Biliran
Almeria
Biliran
Cabucgayan
Caibiran
Culaba
Kawayan
Maripipi
Naval
Finance and Administrative Section
Leyte
Abuyog
Alangalang

Albuera
Babatngon
Barugo
Bato
Baybay City
Burauen
Calubian
Capoocan
Carigara
Dagami
Dulag
Hilongos
Hindang
Inopacan
Isabel
Jaro
Javier
Julita
Kananga
La Paz
Leyte
MacArthur
Mahaplag
Matag-ob
Matalom
Mayorga
Merida
Palo
Palompon
Pastrana
San Isidro

San Miguel
Santa Fe
Tabango
Tabontabon
Tanauan
Tolosa
Tunga
Villaba
Finance and Administrative Section
Northern Samar
Allen
Biri
Bobon
Capul
Catarman
Catubig
Gamay
Laoang
Lapinig
Las Navas
Lavezares
Lope de Vega
Mapanas
Mondragon
Palapag
Pambujan
Rosario
San Antonio
San Isidro
San Jose
San Roque

San Vicente
Silvino Lobos
Victoria
Finance and Administrative Section
Samar
Almagro
Basey
Calbayog City
Calbiga
Catbalogan City
Daram
Gandara
Hinabangan
Jiabong
Marabut
Matuguinao
Motiong
Pagsanghan
Paranas
Pinabacdao
San Jorge
San Jose de Buan
San Sebastian
Santa Margarita
Santa Rita
Santo Niño
Tagapul-an
Talalora
Tarangnan
Villareal
Zumarraga

Finance and Administrative Section
Eastern Samar
Arteche
Balangiga
Balangkayan
Borongan City
Can-avid
Dolores
General MacArthur
Giporlos
Guiuan
Hernani
Jipapad
Lawaan
Llorente
Maslog
Maydolong
Mercedes
Oras
Quinapondan
Salcedo
San Julian
San Policarpio
Sulat
Taft
Finance and Administrative Section
Southern Leyte
Anahawan
Bontoc
Hinunangan
Hinundayan

Libagon
Liloan
Limasawa
Maasin City
Macrohon
Malitbog
Padre Burgos
Pintuyan
Saint Bernard
San Francisco
San Juan
San Ricardo
Silago
Sogod
Tomas Oppus
Finance and Administrative Section
Tacloban City
Ormoc City
Region IX - ZAMBOANGA PENINSULA
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Zamboanga del Norte
Balinguian
Dapitan City
Dipolog City
Godod

Gutalac
Jose Dalman
Kalawit
Katipunan
La Libertad
Labason
Leon B. Postigo
Liloy
Manukan
Mutia
Piñan
Polanco
President Manuel A. Roxas
Rizal
Salug
Sergio Osmeña Sr.
Siayan
Sibuco
Sibutad
Sindangan
Siocon
Sirawai
Tampilisan
Finance and Administrative Section
Zamboanga del Sur
Aurora
Bayog
Dimataling
Dinas
Dumalinao
Dumingag

Guipos
Josefina
Kumalarang
Labangan
Lakewood
Lapuyan
Mahayag
Margosatubig
Midsalip
Molave
Pagadian City
Pitogo
Ramon Magsaysay
San Miguel
San Pablo
Sominot
Tabina
Tambulig
Tigbao
Tukuran
Vincenzo A. Sagun
Finance and Administrative Section
Zamboanga Sibugay
Alicia
Buug
Diplahan
Imelda
Ipil
Kabasalan
Mabuhay
Malangas

Naga
Olutanga
Payao
Roseller Lim
Siay
Talusan
Titay
Tungawan
Finance and Administrative Section
Zamboanga City
City of Isabela
Region X - NORTHERN MINDANAO
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section
Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Bukidnon
Baungon
Cabanglasan
Damulog
Dangcagan
Don Carlos
Impasugong
Kadingilan
Kalilangan
Kibawe
Kitaotao
Lantapan

Libona
Malaybalay City
Malitbog
Manolo Fortich
Maramag
Pangantucan
Quezon
San Fernando
Sumilao
Talakag
Valencia City
Finance and Administrative Section
Camiguin
Catarman
Guinsiliban
Mahinog
Mambajao
Sagay
Finance and Administrative Section
Misamis Occidental
Aloran
Baliangao
Bonifacio
Calamba
Clarin
Concepcion
Don Victoriano
Jimenez
Lopez Jaena
Oroquieta City
Ozamiz City

Panaon
Plaridel
Sapang Dalaga
Sinacaban
Tangub City
Tudela
Finance and Administrative Section
Misamis Oriental
Alubijid
Balingasag
Balingoan
Binuangan
Claveria
El Salvador City
Gingoog City
Gitagum
Initao
Jasaan
Kinoguitan
Lagonglong
Laguindingan
Libertad
Lugait
Magsaysay
Manticao
Medina
Naawan
Opol
Salay
Sugbongcogon
Tagoloan

Talisayan
Villanueva
Finance and Administrative Section
Lanao del Norte
Bacolod
Baloi
Baroy
Kapatagan
Kauswagan
Kolambugan
Lala
Linamon
Magsaysay
Maigo
Matungao
Munai
Nunungan
Pantao Ragat
Pantar
Poona Piagapo
Salvador
Sapad
Sultan Naga Dimaporo
Tagoloan
Tangcal
Tubod
Finance and Administrative Section
Cagayan de Oro City
Iligan City
Region XI - DAVAO REGION
Office of the Regional Director (ORD)

Finance and Administrative Division (FAD)
Budget Section
Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Davao del Norte
Asuncion
Braulio E. Dujali
Carmen
Kapalong
New Corella
Panabo City
Island Garden City of Samal
San Isidro
Santo Tomas
Tagum City
Talaingod
Finance and Administrative Section
Davao del Sur
Bansalan
Digos City
Hagonoy
Kiblawan
Magsaysay
Malalag
Matanao
Padada
Santa Cruz
Sulop
Finance and Administrative Section

Davao Occidental
Don Marcelino
Jose Abad Santos
Malita
Santa Maria
Sarangani
Finance and Administrative Section
Davao Oriental
Baganga
Banaybanay
Boston
Caraga
Cateel
Governor Generoso
Lupon
Manay
Mati City
San Isidro
Tarragona
Finance and Administrative Section
Davao de Oro
Compostela
Laak
Mabini
Maco
Maragusan
Mawab
Monkayo
Montevista
Nabunturan
New Bataan

Pantukan
Finance and Administrative Section
Davao City
Region XII - SOCCSKSARGEN
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
South Cotabato
Banga
Koronadal City
Lake Sebu
Norala
Polomolok
Santo Niño
Surallah
Tampakan
Tantangan
T'Boli
Tupi
Finance and Administrative Section
Cotabato
Alamada
Aleosan
Antipas
Arakan
Banisilan
Carmen

Kabacan
Kidapawan City
Libungan
Magpet
Makilala
Matalam
Midsayap
M'lang
Pigcawayan
Pikit
President Roxas
Tugunan
Tulunan
Finance and Administrative Section
Sultan Kudarat
Bagumbayan
Columbio
Esperanza
Isulan
Kalamansig
Lambayong
Lebak
Lutayan
Palimbang
President Quirino
Senator Ninoy Aquino
Tacurong City
Finance and Administrative Section
Sarangani
Alabel
Glan

Kiamba
Maasim
Maitum
Malapatan
Malungon
Finance and Administrative Section
General Santos City
Region XIII - CARAGA REGION
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Agusan del Norte
Buenavista
Cabadbaran City
Carmen
Jabonga
Kitcharao
Las Nieves
Magallanes
Nasipit
Remedios T. Romualdez
Santiago
Tubay
Finance and Administrative Section
Agusan del Sur
Bayugan City
Bunawan

Esperanza
La Paz
Loreto
Prosperidad
Rosario
San Francisco
San Luis
Santa Josefa
Sibagat
Talacogon
Trento
Veruela
Finance and Administrative Section
Dinagat Islands
Basilisa
Cagdianao
Dinagat
Libjo
Loreto
San Jose
Tubajon
Finance and Administrative Section
Surigao del Norte
Alegria
Bacuag
Burgos
Claver
Dapa
Del Carmen
General Luna
Gigaquit

Mainit
Malimono
Pilar
Placer
San Benito
San Francisco
San Isidro
Santa Monica
Sison
Socorro
Surigao City
Tagana-an
Tubod
Finance and Administrative Section
Surigao del Sur
Barobo
Bayabas
Bislig City
Cagwait
Cantilan
Carmen
Carrascal
Cortes
Hinatuan
Lanuza
Lianga
Lingig
Madrid
Marihatag
San Agustin
San Miguel

Tagbina
Tago
Tandag City
Finance and Administrative Section
Butuan City
CORDILLERA ADMINISTRATIVE REGION (CAR)
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Abra
Bangued
Boliney
Bucay
Bucloc
Daguioman
Danglas
Dolores
La Paz
Lacub
Lagangilang
Lagayan
Langiden
Licuan-Baay
Luba
Malibcong
Manabo
Peñarrubia

Pidigan
Pilar
Sallapadan
San Isidro
San Juan
San Quintin
Tayum
Tineg
Tubo
Villaviciosa
Finance and Administrative Section
Apayao
Calanasan
Conner
Flora
Kabugao
Luna
Pudtol
Santa Marcela
Finance and Administrative Section
Benguet
Atok
Bakun
Bokod
Buguias
Itogon
Kabayan
Kapangan
Kibungan
La Trinidad
Mankayan

Sablan
Tuba
Tublay
Finance and Administrative Section
Ifugao
Aguinaldo
Alfonso Lista
Asipulo
Banaue
Hingyon
Hungduan
Lagawe
Lamut
Mayoyao
Tinoc
Finance and Administrative Section
Kalinga
Balbalan
Lubuagan
Pasil
Pinukpuk
Rizal
Tabuk
Tanudan
Tinglayan
Finance and Administrative Section
Mountain Province
Barlig
Bauko
Besao
Bontoc

Natonin
Paracelis
Sabangan
Sadanga
Sagada
Tadian
Finance and Administrative Section
Baguio City
NATIONAL CAPITAL REGION (NCR)
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
Budget Section
Accounting Section
General Services Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Caloocan City
Las Piñas City
Makati City
Malabon City
Mandaluyong City
Marikina City
Muntinlupa City
Navotas City
Parañaque City
Pasay City
Pasig City
Quezon City
San Juan City
Taguig City
Valenzuela City

City of Manila
Pateros
NEGROS ISLAND REGION (NIR)
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Negros Occidental
Bago City
Binalbagan
Cadiz City
Calatrava
Candoni
Cauayan
Don Salvador Benedicto
Enrique B. Magalona
Escalante City
Himamaylan City
Hinigaran
Hinoba-an
Ilog
Isabela
Kabankalan City
La Carlota City
La Castellana
Manapla
Moises Padilla
Murcia

Pontevedra
Pulupandan
Sagay City
San Carlos City
San Enrique
Silay City
Sipalay City
Talisay City
Toboso
Valladolid
Victorias City
Finance and Administrative Section
Negros Oriental
Amlan
Ayungon
Bacong
Bais City
Basay
Bayawan City
Bindoy
Canlaon City
Dauin
Dumaguete City
Guihulngan City
Jimalalud
La Libertad
Mabinay
Manjuyod
Pamplona
San Jose
Santa Catalina

Siaton
Sibulan
Tanjay City
Tayasan
Valencia
Vallehermoso
Zamboanguita
Finance and Administrative Section
Siquijor
Enrique Villanueva
Larena
Lazi
Maria
San Juan
Siquijor
Finance and Administrative Section
Bacolod City
Region I - ILOCOS REGION
Office of the Regional Director (ORD)
Finance and Administrative Division (FAD)
General Services Section
Accounting Section
Budget Section
Local Government Capability Development Division (LGCDD)
Local Government Monitoring and Evaluation Division (LGMED)
Ilocos Norte
Adams
Bacarra
Badoc
Bangui
Banna

Batac City
Burgos
Carasi
Currimao
Dingras
Dumalneg
Laoag City
Marcos
Nueva Era
Paoay
Pasuquin
Piddig
Pinili
San Nicolas
Sarrat
Solsona
Vintar
Finance and Administrative Section
Ilocos Sur
Alilem
Banayoyo
Bantay
Burgos
Cabugao
Candon City
Caoayan
Cervantes
Galimuyod
Gregorio del Pilar
Lidlidda
Magsingal

Nagbukel
Narvacan
Quirino
Salcedo
San Emilio
San Esteban
San Ildefonso
San Juan
San Vicente
Santa
Santa Catalina
Santa Cruz
Santa Lucia
Santa Maria
Santiago
Santo Domingo
Sigay
Sinait
Sugpon
Suyo
Tagudin
Vigan City
Finance and Administrative Section
La Union
Agoo
Aringay
Bacnotan
Bagulin
Balaoan
Bangar
Bauang

Burgos
Caba
Luna
Naguilian
Pugo
Rosario
San Fernando City
San Gabriel
San Juan
Santo Tomas
Santol
Sudipen
Tubao
Finance and Administrative Section
Pangasinan
Alaminos City
San Carlos City
Urdaneta City
Agno
Aguilar
Alcala
Anda
Anda
Balungao
Bani
Basista
Bautista
Bayambang
Binalonan
Binmaley
Bolinao

Bugallon
Burgos
Calasiao
Dasol
Infanta
Labrador
Laoac
Lingayen
Mabini
Malasiqui
Manaoag
Mangaldan
Mangatarem
Mapandan
Natividad
Pozorrubio
Rosales
San Fabian
San Jacinto
San Manuel
San Nicolas
San Quintin
Santa Barbara
Santa Maria
Santo Tomas
Sison
Sual
Tayug
Umingan
Urbiztondo
Villasis

Finance and Administrative Section
Dagupan City
Regional Information and Communications Technology Unit (RICTU)
Finance and Administrative Section
Finance and Administrative Section
Finance and Administrative Section