



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

10 November 2021

MEMORANDUM NO. CCDP-2021-387

TO : All Concerned

ATTENTION: Administrative Officers



SUBJECT : Updated Supporting documents for Common Transactions

Attached are the updated supporting documents (**Annexes A to J**) in processing of payment of common transactions:

<u>Annex:</u>	<u>Transaction:</u>
A	Salary
B	Retirement Benefits
C	Benefits of Professors Emeriti
D	Cash Advance
E	Liquidation of Cash Advance
F	Reimbursement
G	Payment for Services / Goods
H	Progress Billings
I	15% Mobilization Fee
J	Refund of Retention Fee / Performance Bond

The checklist of the supporting documents must be attached to the Disbursement Voucher (DV) for each transaction duly certified as to its completeness. **Please take note that the Accounting Office will not accept DVs without the checklist**, to avoid returning the DV which is the usual cause of delay in the processing of claims.

For guidance and strict implementation.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 

Attachments: **Annexes A-J**





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Accounting Office

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines

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ANNEX A

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SALARY

A. NEWLY HIRED EMPLOYEES

	Approved Appointment (latest NOSA/Renewal if applicable)
	Oath of Office (with documentary stamp)
	Report for Duty (RFD)
	Statement of Assets and Liabilities (SALN)
	Certificate of Service (COS)/Daily Time Record (DTR)
	Approved application for leave, if any
	DBP Nakpil Account Number (photocopy of ATM card)
	PAG-IBIG MID No. (shall reflect UPM as employer)
	PHILHEALTH PIN /MDR (shall reflect UPM as employer)
	GSIS MEMBERSHIP INFORMATION SHEET WITH BP NUMBER, and/or Agency Remittance Advice (ARA) if no BP No.
	Verified BIR form 2305 if already with TIN; form 1902 if without TIN (with attached birth certificate and/or marriage certificate issued by PSA)
	Birth Certificate issued by PSA
	Marriage Contract issued by PSA (if applicable)
	Provident membership form (optional)

NOTE: The above documents should be submitted to HRDO, who in turn will forward to Accounting Office for processing of the salary.

Certified that all documents are submitted:

Signature over printed name
Designation
College/Unit/Office
Date

Received by:

Signature over printed name
Designation
HRDO
Accounting Office
Date



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ANNEX A.1

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SALARY

B. TRANSFERRED FROM OTHER GOVERNMENT AGENCY

	Approved Transfer
	BP # and ARA
	Service Record
	Certificate of last salary, allowance and other benefits received and deductions
	Clearance
	Certificate of Loyalty and Service Awards received (if transferred from PGH or other UP campuses)

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ANNEX A.2

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SALARY

C. WITH PROMOTION/ STEP INCREASE

Copy of approved appointment
Report for Duty
Certificate of Service/Daily time record
Approved Leave, if any

NOTE: The above documents should be submitted to HRDO, who in turn will forward to Accounting Office for processing of the salary.

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ANNEX A.3

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SALARY

D. ORIGINAL ADDITIONAL ASSIGNMENT

	Copy of approved appointment (certified)
	Report for Duty
	Certificate of Service/Daily time record
	Approved leave, if any
	Certification that an official vehicle is not being used (if applicable)

NOTE: The above documents should be submitted to HRDO, who in turn will forward to Accounting Office for processing of the salary.

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Accounting Office

Date



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ANNEX A.4

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SALARY

E. SALARY OF JOB ORDER

	Disbursement Voucher (DV)
	General Payroll Summary (if applicable)
	Obligation Request (OBR) / Obligation Request (ObR)
	Certificate of Service/Daily Time Record
	Project Contract Form/ Contract of Service
	Accomplishment Report



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ANNEX A.5

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SALARY

F. SALARY OF LECTURER

	Disbursement Voucher (DV)
	General Payroll Summary (if applicable)
	Obligation Request (OBR) / Obligation Request (ObR)
	Daily Time Record (DTR)
	Notification of Approval of Temporary Appointment (NATA)
	Faculty Service Record (FSR)

Certified that all documents are submitted:

Signature over printed name
Designation
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Date

Received by:

Signature over printed name
Designation
HRDO
Accounting Office
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ANNEX B

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF RETIREMENT BENEFITS

A. TERMINAL LEAVE

	Application for retirement benefit/terminal leave, recommended by the Dean and approved by the Chancellor
	Service Record
	Letter of intent to retire, approved by the Chancellor (through channels)
	Approved leave
	Summary of leave credits earned/enjoyed
	Detailed leave credits
	Marriage contract (if applicable)
	Latest NOSA
	University Clearance
	Statement of account for overpayment if any
	Authorization
	Duly accomplished SALN (as of date of retirement)

Certified that all documents are submitted:

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Accounting Office
Date



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ANNEX B.1

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF RETIREMENT BENEFITS

A. SERVICE RECOGNITION PAY (SRP)/ FACULTY CUMULATIVE SICK LEAVE BENEFIT

	Application for SRP/FCSLB
	GSIS Application
	Service Record
	Letter of intent to retire
	Marriage contract (if applicable)
	Latest appointment
	University Clearance
	Statement of account for overpayment if any
	Authorization
	Duly accomplished SALN (as of date of retirement)

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ANNEX B.2

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF RETIREMENT BENEFITS

A. FOR DECEASED RETIREE

	Application for SRP/FCSLB/TL
	GSIS Application
	Service Record
	Latest appointment
	University Clearance
	Duly accomplished SALN (as of date of retirement)
	Designation of next of kin
	Affidavit of surviving heirs/surviving spouse
	Special power of attorney
	Death certificate
	Birth certificates and marriage contract if any

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ANNEX C

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF BENEFITS OF PROFESSOR EMERITUS

A. MONTHLY TRANSPORTATION ALLOWANCE

	Disbursement Voucher (DV)
	Obligation Request (OBR) / Obligation Request (ObR)
	Notification of Temporary Appointment (NATA)
	Faculty Service Record (FSR) with maximum 3 units teaching load
	Certificate of Service (COS)

B. ONE TIME MONETARY AWARD OF Php 150,000.00

	Disbursement Voucher (DV)
	Obligation Request (OBR) / Obligation Request (ObR)
	Appointment approved by the Board of Regents
	Request letter duly approved by the Chancellor

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ANNEX C.1

CHECKLIST OF DOCUMENTS REQUIRED OR PAYMENT OF BENEFITS OF PROFESSOR EMERITUS

C. ANNUAL OPERATING ALLOWANCE

1.	INITIAL RELEASE (60%)
	Disbursement Voucher (DV)
	Obligation Request (OBR) / Obligation Request (ObR)
	Project Proposal and request letter duly approved by the Chancellor
2.	FINAL RELEASE (40%)
	Disbursement Voucher (DV)
	Obligation Request (OBR) / Obligation Request (ObR)
	Final report/output of the research or project

D. YEAR-END BONUS AND CASH GIFT

	Disbursement Voucher (DV)
	Obligation Request (OBR) / Obligation Request (ObR)
	Notification of Temporary Appointment (NATA)
	Faculty Service Record (FSR) with maximum 3 units teaching load

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ANNEX D

CHECKLIST OF DOCUMENTS REQUIRED FOR CASH ADVANCES (PETTY CASH)

	Disbursement Voucher (DV)
	Budget Utilization Request (BUR) / Obligation Request (ObR)
	Approved request for Cash Advance
	Approved request of funding with budget clearance from Budget Office or Accounting Office
	Administrative Order as Special Disbursing Officer (SDO)

Certified that all documents are submitted:

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Designation
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Date

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Signature over printed name
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Accounting Office
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ANNEX D.1

CHECKLIST OF DOCUMENTS REQUIRED FOR CASH ADVANCES (LOCAL / FOREIGN TRAVEL)

	Disbursement Voucher
	Budget Utilization Request (BUR) / Obligation Request (ObR)
	Approved Letter Request (if travel/workshop/seminar/training)
	Approved Travel Order/Authority
	Approved Itinerary of Travel
	Invitation letter inviting the participant/s
	Copy of the United Nations Development Programme (UNDP) rate for the Daily Subsistence Allowance (DSA) for the country of destination (foreign)

Certified that all documents are submitted:

Signature over printed name
Designation
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ANNEX D.2

CHECKLIST OF DOCUMENTS REQUIRED FOR CASH ADVANCES (SDO FOR SPECIAL PROJECTS)

	Disbursement Voucher
	Budget Utilization Request (BUR) / Obligation Request (ObR)
	Approved request for Cash Advance
	Approved request of funding with budget clearance from Budget Office or Accounting Office
	Administrative Order as SDO
	Confirmation letter from Bureau of Treasury for payment of bond premium (if applicable)

Certified that all documents are submitted:

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ANNEX E

CHECKLIST OF DOCUMENTS REQUIRED FOR LIQUIDATION OF CASH ADVANCES (PETTY CASH / SDO FOR SPECIAL PROJECTS)

Disbursement Voucher
Budget Utilization Request (BUR) / Obligation Request (ObR)
Approved Letter Request (if workshop/seminar/training)
Liquidation Report and Statement of Account Current
Summary of Expenses
Summary of Petty Cash Vouchers
Report of Disbursement
Official Receipts / Bills / Sales Invoices
Certificate of Inspection and Acceptance
Approved trip ticket (gasoline)
Waste Material Report (in case of replacement/repair)
Abstract of canvass from at least 3 suppliers for purchases involving P1,000 and above (except purchases made while on official travel)
Petty Cash Vouchers duly accomplished & signed
Property Acknowledgement Receipt (PAR) if Equipment / Furniture & Fixtures (for P15,000 and above)
Inventory Custodian Slip (ICS) (Semi-expendable / Equipment / Furniture & Fixtures Below P15,000)
Reimbursement Expense Receipt (duly accomplished and signed)

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ANNEX E.1

CHECKLIST OF DOCUMENTS REQUIRED FOR LIQUIDATION OF CASH ADVANCES (LOCAL / FOREIGN TRAVEL)

Disbursement Voucher
Budget Utilization Request (BUR) / Obligation Request (ObR)
Liquidation Report
Approved Letter Request (if travel/workshop/seminar/training)
Approved Travel Order/Authority
Approved Actual Itinerary of Travel
Certificate of Appearance/Attendance/Travel Completed
Flight Itinerary/Electronic plane tickets, Boarding pass, Boat or Bus ticket, terminal fee & Official Receipt
Reimbursement Expense Receipt (duly accomplished and signed)
Copy of the United Nations Development Programme (UNDP) rate for the Daily Subsistence Allowance (DSA) for the country of destination (foreign)
Invitation letter inviting the participants

*NOTE: Local travel should be liquidated with 30 days after completion of travel
Foreign travel should be liquidated with 60 days after completion of travel*

Certified that all documents are submitted:

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Date



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ANNEX F

CHECKLIST OF DOCUMENTS REQUIRED FOR REIMBURSEMENT

A. BASIC DOCUMENTS

Disbursement Voucher
Budget Utilization Request (BUR) / Obligation Request (ObR)
Authority to Reimburse
Pre & Post Inspection
Work Order
Official Receipt noted (in the absence of OR) (ORs in thermal paper must be photocopied)
➤ Sales Invoice (with stamped PAID and Signature of Payee)
➤ Cash Invoice
➤ Reimbursement Expense Receipt (duly accomplished and signed)
Abstract of Canvass / Certificate of Exclusive Distributorship
Quotations
Purchase Order (if applicable)
Project Procurement Management Plan [PPMP] (if applicable)
Purchase Request
Job Order Request
Certificate of Emergency Purchase

Certified that all documents are submitted:

Signature over printed name
Designation
College/Unit/Office
Date

Received by:

Signature over printed name
Designation
HRDO
Accounting Office
Date



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ANNEX F.1

CHECKLIST OF DOCUMENTS REQUIRED FOR REIMBURSEMENT

B. ADDITIONAL REQUIREMENTS FOR THE FOLLOWING:

B.1 FOOD EXPENSES

	Attendance
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B.2 SUPPLIES / EQUIPMENTS

	Inspection and Acceptance Report
	Property Acknowledgement Receipt (PAR) if Equipment / Furniture & Fixtures) (for P15,000 and above)
	Inventory Custodian Slip (Semi-expendable / Equipment / Furniture & Fixtures Below P15,000)
	Warranty Certificate (Equipment / Furniture & Fixtures)

B.3 SERVICE EXPENSE

	Approved Job Order
	Pre & Post Inspection
	Approved Work Order
	Waste Material Report

B.4 TRANSPORTATION EXPENSE

	Approved Itinerary of Travel
--	------------------------------

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ANNEX F.2

CHECKLIST OF DOCUMENTS REQUIRED FOR REIMBURSEMENT

B. ADDITIONAL REQUIREMENTS FOR THE FOLLOWING:

B.5 GASOLINE EXPENSE

<input type="checkbox"/>	Approved Drivers Trip Ticket
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B.6 SEMINAR/ WORKSHOP/ TRAINING

<input type="checkbox"/>	Certificate of Service / Certificate of Appearance (speaker / attendee)
<input type="checkbox"/>	Appointment of the speaker

B.7 COMMUNICATION EXPENSE

<input type="checkbox"/>	Property Acknowledgement Receipt (PAR) / Inventory Custodian Slip (ICS)
<input type="checkbox"/>	Certification of No Official Phone (if applicable)

B.8 LOCAL/FOREIGN TRAVEL

<input type="checkbox"/>	Approved Actual Itinerary of Travel
<input type="checkbox"/>	Certificate of Appearance/Attendance
<input type="checkbox"/>	Certificate of Travel Completed
<input type="checkbox"/>	Flight Itinerary/Electronic plane tickets, Boarding pass, Boat or Bus ticket, terminal fee & Official Receipt
<input type="checkbox"/>	Invitation letter inviting the participant/s
<input type="checkbox"/>	Approved Travel Order/Authority
<input type="checkbox"/>	Copy of the United Nations Development Programme (UNDP) rate for the Daily Subsistence Allowance (DSA) for the country of destination (foreign)

Certified that all documents are submitted:

Signature over printed name
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ANNEX G

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SERVICES

	Disbursement Voucher
	Budget Utilization Request (BUR) / Obligation Request (ObR)
	Pre & Post Inspection
	Service Invoice
	Work Order
	Abstract of Canvass / Certificate of Exclusive Distributorship
	Quotations
	Purchase Request
	Philgeps Posting if 50,000 and above
	Job Order Request
	Waste Material Report (in case of replacement/repair)

Certified that all documents are submitted:

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ANNEX G.1

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF GOODS / EQUIPMENTS

Disbursement Voucher
Budget Utilization Request (BUR) / Obligation Request (ObR)
Inspection & Acceptance Report
Sales Invoice
Property Acknowledgement Receipt (PAR) / Furniture & Fixtures (for P15,000 and above)
Inventory Custodian Slip (ICS) (Semi-expendable / Equipment / Furniture & Fixtures Below P15,000)
Purchase Order
Abstract of Canvass / Certificate of Exclusive Distributorship
Quotations
Purchase Request
Philgeps Posting if 50,000 and above

Certified that all documents are submitted:

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ANNEX H

CHECKLIST OF DOCUMENTS REQUIRED FOR PROGRESS BILLINGS

	Disbursement Voucher
	Budget Utilization Request (BUR) / Obligation Request (ObR)
	Notice of Award
	Notice to Proceed
	PCAB License
	BAC Resolution
	Contract
	Contractor's Billing Request
	Affidavit of Project Obligations
	Pictures of Progress of Work (Before and After)
	Project Billboard Picture
	Accomplishment Report
	Notice of Contract Time Extension, Suspension and Resumption, if any
	Official Receipt for Payment of Utilities
	Updated Performance Bond (30% of ABC, Expiry Date Should be 1 Year After Contract Time)
	Notice of Contract Time Extension, Suspension and Resumption, if any
	Project Logbook (Signed by Project Engineer)
	Report of Scrap
	As built (1 Set Original 20"x30" Tracing Paper, 3 Blue Print copies, 1 Soft Copy/E-File)

Certified that all documents are submitted:

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ANNEX I

CHECKLIST OF DOCUMENTS REQUIRED FOR 15% ADVANCE PAYMENT/ MOBILIZATION

	Disbursement Voucher
	Budget Utilization Request (BUR) / Obligation Request (ObR)
	Surety Bond of 15% of the Total Contract Price
	Letter Request from the Contractor
	Bill of Materials and Cost Estimates (Provided by CPDMO)
	Contract
	Notice of Award
	Notice to Proceed

Certified that all documents are submitted:

Signature over printed name
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ANNEX J

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF REFUND

A. RETENTION FEE

1) BASIC DOCUMENTS

Disbursement Voucher
Budget Utilization Request (BUR) / Obligation Request (ObR)
Certification from End User (equipment is in good working condition) for release of retention
Letter Request from the Contractor/Supplier
Certified True Copy of Sales Invoice
Certified True Copy of Official Receipt

2) ADDITIONAL DOCUMENTS FOR INFRASTRUCTURE

Warranty Bond for One (1) Year
As- Built Plans
Letter Request from the Contractor
Scope of Works
Bill of Materials and Cost Estimates (Provided by CPDMO)
Contract
Notice of Award
Notice to Proceed

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ANNEX J.1

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF REFUND

B. PERFORMANCE BOND

	Disbursement Voucher
	Budget Utilization Request (BUR) / Obligation Request (ObR)
	Certification from Procurement Office or BAC
	Letter Request from the Contractor/Supplier
	Certified True Copy of Sales Invoice
	Certified True Copy of Official Receipt

Certified that all documents are submitted:

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