



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

INFRASTRUCTURE PROJECTS -RELEASE OF RETENTION MONEY CHECKLIST

Payee: _____
 Amount: _____

- Disbursement Voucher
- Obligation Request
- Copy of SARO/Sub-ARO
- Letter request for payment from contractor/supplier
- Certificate of Payment/Progress Billing Statement
- Certified copy of the submitted Contract stamped "Received" by COA
- Certificate of Completion
- Certificate of Acceptance by the Agency
- Final Inspection Report of the Agency's authorized Engineers and/or Inspectorate Team
- Additional Documentary Requirements**
- Warranty security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand
- Certification from the end-user that the project is completed, inspected and accepted
- Photocopy of the above supporting documents

I hereby certify that the above documents are complete and arranged in order as per checklist.

Signature Over Printed Name/ Date _____ * Put N/A if not applicable
 REMARKS: _____

Pre-audited by: _____ Date: _____



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