



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

INFRASTRUCTURE PROJECTS -PROGRESS PAYMENTS CHECKLIST

Payee: _____
 Amount: _____

- Disbursement Voucher
- Obligation Request
- Copy of disbursement vouchers,if there are any previous payments
- Copy of SARO/Sub-ARO
- Procurement public bidding documents submitted Transmittal stamped "Received" by COA
- BAC Resolution
- Approved Budget for the Contract
- Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated.
- Certified copy of the submitted Contract stamped "Received" by COA
- Letter request for payment from contractor/supplier
- Certificate of Payment/Progress Billing Statement
- Project Profile
- Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee
- Notice of Award (NOA)
- Notice to Proceed (NTP)
- Program of Work/Approved Work Schedule
Construction/Repair Schedule
- Additional Documentary Requirements**
- Statement of Work Accomplished (SWA)
- Inspection Report by the Agency's Authorized Engineer
- Results of Test Analysis,if applicable
- Contractor's Affidavit on payment of laborers and materials
- Pictures/Geotagged Photos,before,during and after construction of items of work especially the embedded items
- Picture of Tarpaulin for the project
- Certificate of Percentage of completion
- 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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