



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

INFRASTRUCTURE PROJECTS -ADVANCE PAYMENT FOR MOBILIZATION COST CHECKLIST

Payee: _____
 Amount: _____

- Disbursement Voucher
- Obligation Request
- 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 (must indicate provision for advance payment of 15% of the Contract Price)
- Letter request for payment from contractor/supplier
- Certificate of Payment

Additional Documentary Requirements

- 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
- Pictures
- 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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