



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

Telephone- Mobile Checklist

Payee: _____
 Amount: _____

- Disbursement Voucher (4 copies)
- Obligation Request
- Payroll, if more than one personnel (2copies)
- Statement of Account (for postpaid)
- Proof of payment (for postpaid)
- Sales Invoice (for prepaid)
- Approved Daily Time Record (DTR) or
Certificate or evidence of service rendered
- Annex A - Self Certification
- Photocopy of the above documents

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

** Put N/A if not applicable*

 Signature Over Printed Name/ Date

REMARKS: _____

Pre-audited by: _____

Date: _____



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