



Republic of the Philippines
Office of the Chief Minister
Bangsamoro Autonomous Region in Muslim Mindanao
Bangsamoro Government Center, Cotabato City

SUMMARY LIST OF PRESCRIBED TEMPLATES

Appendix No. / Document

1. Obligation Request and Status (ORS)
2. Disbursement Voucher (DV)
3. Purchase Request (PR)
4. Omnibus Sworn Statement (OSS)
5. Canvass
6. Abstract of Canvass
7. BAC Resolution
8. Notice of Award (NOA)
9. Contract Agreement:
 - 9.1 Contract Agreement (Infrastructure)
 - 9.2 Contract Agreement (Goods)
10. Purchase Order
11. Notice to Proceed (NTP)
12. Inspection and Acceptance Report (IAR)
13. Vehicle Trip Ticket
14. Attendance Sheet
15. Special Power of Attorney to receive claims
16. Gas Voucher Ticket
17. Certification re all calls made are official
18. Report of Disbursement
19. Certificate of Emergency Purchase (CEP):
 - 19.1 CEP – For Supplies & Materials
 - 19.2 CEP – For Ordinary Repairs
 - 19.3 CEP – For Goods
 - 19.4 CEP – Vehicle Repairs and Maintenance
20. Certificate of Acceptance (for repair & maintenance)
21. Oath of Office
22. Certificate of Assumption
23. Statement of Assets, Liabilities and Net Worth
24. Daily Time Record
25. BIR Form 2306
26. BIR Form 2307
27. BIR Form 1902
28. BIR Form 1905
29. Certification that the employee did not use or was not issued with government vehicle
30. Certification from Personnel Officer that the activities/services cannot be provided/rendered by regular or permanent personnel of the agency
31. Certification of Expenses not requiring Receipts (CENR)
32. Certification that the Procurement involved Competitive Bidding
33. Authorization from Head of Agency for grant of cash advance
34. Certification from Chief Accountant for relief of accountability
35. Travel Order
36. Itinerary of Travel
37. Certificate of Travel Completed
38. Reimbursement Expense Receipt (RER)
39. Requisition and Issue Slip (RIS)
40. Liquidation Report (LR)
41. Acknowledgement Receipt (AR)
42. Certificate of Appearance (CA)