

(FORM-7)	 <p> Republic of the Philippines Office of the Chief Minister Bangsamoro Autonomous Region in Muslim Mindanao Bangsamoro Government Center, Cotabato City </p>	<i>Received by Internal Audit Office:</i>
-----------------	---	---

STANDARDIZED DOCUMENTARY CHECKLIST (SDC) AND GUIDELINES FOR PROCESSING OF PAYMENTS <i>(in reference to COA Cir. 2012-001)</i>	Control No.
---	--------------------

FUND TRANSFERS TO NON-GOVERNMENT/PEOPLE'S ORGANIZATIONS [Version 9.0]

Transaction Type: <input type="checkbox"/> Release of Funds <input type="checkbox"/> Implementation and Liquidation <input type="checkbox"/> Staggered Release	<i>General Instructions:</i> <input checked="" type="checkbox"/> To avoid delays in processing, please make sure that all applicable documentary requirements are <u>completely attached</u> . <input checked="" type="checkbox"/> Please make sure that all attachments are <u>completely signed by authorized persons</u> . <input checked="" type="checkbox"/> To preserve the credibility of the documents attached, please avoid erasures or any form of alterations as much as possible. <input checked="" type="checkbox"/> Should there be any unavoidable alterations, please countersign beside it.
--	---

Additional Attachments to ORS and DV:

Release of Funds (1st release/full)

- Approved Summary of Budgetary Requirements to be incurred in the program/project
- List of priority projects which may be implemented by the MGO/PO published in the newspaper, agency website, bulletin board, etc.
- Results of evaluation of financial and technical capability of selected NGO/PO
- Performance security for infrastructure project
- NGO/PO proposal or application for funding accompanied by:
 - Certificate of Registration from SEC/CDA/DOLE
 - Authenticated copy of latest Article of Incorporation/Cooperation, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with Certificate of Filing with the SEC/ Certificate of Approval by the CDA
 - Audited financial reports for the past three years preceding the date of project implementation; or financial reports for the years in operation in the NGO/PO has been operating in less than 3 years
 - Disclosure of other related business, if any
 - Work and Financial Plan (WFP), and sources and Details of Proponent's Equity Participation in the Project
 - Complete project proposal approved/signed by officers
 - List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation
 - Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve the proposed MOA, and release funds
- Document showing that NGO/PO has equity equivalent to 20% of the total project cost, which shall be in the form of labor, land for project site, facilities, equipment and the like, to be used in the project
- Certification from the Accountant that the previous cash advance has been liquidated, liquidation documents are post-audited and properly taken up in the books
- Memorandum of Agreement (MOA) (as prescribed in the Section 2.1 of the COA Circular 2012-001)
- Other relevant requirements under GPPB Resolution No. 12-2007 dated June 29, 2007. Pls. specify: _____

Implementation and Liquidation	Staggered release of funds to NGO/PO
---------------------------------------	---

<ul style="list-style-type: none"> <input type="checkbox"/> Final fund utilization report, indicating the summary of expenses and the status report of accomplishments, certified by the accountant, approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the Government Organization (GO) <input type="checkbox"/> Pictures of implemented projects <input type="checkbox"/> Inspection report and certificate of project completion issued by the GO authorized representative <input type="checkbox"/> List of beneficiaries with their signatures signifying their acceptance/ acknowledgment of the project/funds/goods/services received <input type="checkbox"/> Proof of verification by the GO official of the validity of the documents submitted by the NGO/PO <input type="checkbox"/> OR issued by the granting of GO acknowledging the return by the NGO/PO of any unutilized/excess amount of cash advance, if any <input type="checkbox"/> List of equipment/vehicles procured by the NGO/PO out of the project funds indicating its brief description, date acquired, acquisition cost and final disposition <input type="checkbox"/> Warranty for procurement of equipment and projects <input type="checkbox"/> Copy of vouchers paid by the NGO/PO in case of dissolution, together with OR acknowledging the return of unutilized amount <input type="checkbox"/> Liquidation Report 	<ul style="list-style-type: none"> <input type="checkbox"/> Duly approved Schedule of Fund Release to NGO/PO <input type="checkbox"/> Interim Fund Utilization Report on the previous release, certified by the NGO/PO'S Accountant, approved by the internal auditor or equivalent official of the GO, showing a summary of expenses and a status report of accomplishment evidenced by pictures <input type="checkbox"/> List of beneficiaries with their signatures signifying their acceptance/ acknowledgment of the project/funds/goods/services received
--	--

RELEASED BY AMS	RECEIVED BY BUDGET DIVISION	<input type="checkbox"/> INCOMPLETE ATTACHMENTS	FORWARDED TO ACCOUNTING
------------------------	------------------------------------	--	--------------------------------

Date Released:	Date Received:	Date returned to the concerned office:	Date returned to Budget Division:	Date received by Accounting Division:
_____	_____	_____	_____	_____
Responsible Person:	Responsible Person:	Responsible Person:	Responsible Person:	Responsible Person:
_____	_____	_____	_____	_____

FORWARDED TO FMS DIRECTOR	FORWARDED TO ASST. SENIOR MINISTER	FORWARDED TO CASH DIVISION	
----------------------------------	---	-----------------------------------	--

Date Received:	Date received:	Date received:	Date released:
_____	_____	_____	_____
Responsible Person:	Responsible Person:	Responsible Person:	Responsible Person:
_____	_____	_____	_____