



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

**STANDARDIZED DOCUMENTARY CHECKLIST (SDC) AND GUIDELINES**  
**FOR PROCESSING OF PAYMENTS**  
*(in reference to COA Cir. 2012-001)*

<b>SUMMARY LIST OF SDC FORMS</b>		<i>[Version 9.0]</i>
<i>Form Number</i>	<i>Type of Transactions</i>	
<b>FORM - 1</b>	<b>PROCUREMENT THROUGH ALTERNATIVE MODES:            (Direct Contracting, Repeat Order, Shopping &amp; Negotiated Procurement)</b> <ul style="list-style-type: none"> <li>• Purchase of Supplies/Materials (for use)</li> <li>• Purchase of Supplies (relief assistance)</li> <li>• Car Rental</li> <li>• Office building Rental</li> <li>• Equipment Rental</li> <li>• Catering Services/Trainings/Seminars</li> <li>• Consulting Services</li> <li>• Repair &amp; maintenance of equipment</li> </ul>	
<b>FORM - 1A</b>	<b>PROCUREMENT THROUGH ALTERNATIVE MODES:            (Limited Source Bidding, NGO Participation &amp; Negotiated Procurement: Two-Failed Bidding)</b>	
<b>FORM - 2</b>	<b>PROCUREMENT OF GOODS &amp; SERVICES AND CONSULTANCY SERVICES (COMPETITIVE BIDDING):</b> <ul style="list-style-type: none"> <li>• Purchase of Goods</li> <li>• Purchase of Services</li> <li>• Purchase of Consultancy Services</li> </ul>	
<b>FORM - 3</b>	<b>PROCUREMENT OF INFRASTRUCTURE PROJECTS (COMPETITIVE BIDDING):</b> <ul style="list-style-type: none"> <li>• Advance Payment (15% Mobilization)</li> <li>• Progress Payment</li> <li>• Final Payment</li> <li>• Release of Retention Money</li> </ul>	
<b>FORM - 4</b>	<b>PAYMENT FOR VARIOUS EXPENSES:</b> <ul style="list-style-type: none"> <li>• Electricity bill</li> <li>• Water bill</li> <li>• Internet connection</li> <li>• Telephone/Mobile subscription</li> <li>• Cable subscription</li> <li>• Fuel consumption</li> <li>• Plane Tickets</li> <li>• Training/Seminar fees</li> <li>• Membership Fees to Orgs.</li> <li>• Radio/TV Advertisement</li> <li>• Extraordinary &amp; Misc. Expenses</li> <li>• Insurance Expense (GSIS)</li> <li>• Renewal of LTO reg.</li> <li>• Reimbursement</li> <li>• Others</li> </ul>	
<b>FORM - 5</b>	<b>PERSONNEL SALARY AND ALLOWANCES:</b> <ul style="list-style-type: none"> <li>• First Salary (individual payee)</li> <li>• General Claims thru ATM (salary/PERA/RATA/Clothing)</li> <li>• RATA (individual claim)</li> <li>• Clothing/Uniform Allowance (individual claim)</li> <li>• Salary of Casual / Contract of Service / Consultants</li> <li>• Salary (if deleted from payroll)</li> <li>• Salary differentials</li> <li>• Maternity Leave</li> <li>• Last Salary</li> <li>• Salary due to heirs of deceased employee</li> </ul>	
<b>FORM - 6</b>	<b>OTHER PERSONNEL BENEFITS AND HONORARIA:</b> <ul style="list-style-type: none"> <li>• Retirement Benefits</li> <li>• Terminal Leave Benefits</li> <li>• Year-end Bonus / Cash Gift</li> <li>• Productivity Incentive Allowance (PIB)</li> <li>• Honoraria</li> </ul>	
<b>FORM - 7</b>	<b>FUND TRANSFERS TO NON-GOVERNMENT/PEOPLE'S ORGANIZATIONS:</b> <ul style="list-style-type: none"> <li>• Release of Funds</li> <li>• Implementation and Liquidation</li> <li>• Staggered Release</li> </ul>	
<b>FORM - 8</b>	<b>FUND TRANSFERS TO IMPLEMENTING AGENCIES:</b> <ul style="list-style-type: none"> <li>• Transfer of Funds</li> <li>• Implementation and Liquidation</li> <li>• Transfer from TF to GF</li> </ul>	
<b>FORM - 9</b>	<b>CASH ADVANCES FOR PAYROLL AND PETTY CASH FUND:</b> <ul style="list-style-type: none"> <li>• CA for Payroll Fund</li> <li>• CA for Petty Cash Fund</li> <li>• Replenishment of Petty Cash Fund</li> </ul>	
<b>FORM - 10</b>	<b>CASH ADVANCES FOR FIELD ACTIVITY AND INTELLIGENCE &amp; CONFIDENTIAL EXPENSES:</b> <ul style="list-style-type: none"> <li>• Field Activity / Current Operating Expenses (COE)</li> <li>• Intelligence and Confidential Expense</li> </ul>	
<b>FORM - 11</b>	<b>TRAVEL EXPENSE (LOCAL AND FOREIGN):</b> <ul style="list-style-type: none"> <li>• Cash Advance</li> <li>• Reimbursement</li> </ul>	
<b>FORM - 12</b>	<b>REMITTANCE TO OTHER GOVERNMENT AGENCIES:</b> <ul style="list-style-type: none"> <li>• GSIS Remittance (PS &amp; GS)</li> <li>• PHIC (PhilHealth) Remittance (PS &amp; GS)</li> <li>• HDMF (Pag-Ibig) Remittance (PS &amp; GS)</li> <li>• Monthly BIR Remittance – Creditable Income Tax (suppliers)</li> <li>• Monthly BIR Remittance-VAT/PT Withheld</li> <li>• Monthly BIR Remittance – Income Tax Withheld on Compensation</li> <li>• Quarterly BIR Remittance – Creditable Income Tax (suppliers)</li> <li>• Remittance to BTO (Contractor's Tax)</li> <li>• Return of Fund to Bureau of Treasury</li> </ul>	
<b>FORM - 13</b>	<b>LAND ACQUISITION</b>	