

**Checklist**

Filling-up of existing COS/MOA Position

<b>Date/Time</b>	:	
<b>From</b>	:	HRMDS-HRPPMD
<b>Subject</b>	:	RECOMMENDATION FOR MS. CABARLES
<b>Amount</b>	:	₱

<b>Particulars</b>	<b>Available</b>		<b>Remarks</b>
	<b>Yes</b>	<b>No</b>	
<b>Common to All CAF</b>			
1. Activity/Training must be included in the WFP			
2. If fund source is SARO, review/check specific requirements/purpose per SARO			
<b>Required documents:</b>			
1. HR Certification (Annex B)			
1.1 Item No.			<b>002040</b>
1.2 Effective date of separation from Office			<b>November 22, 2023</b>
2. Certified Availability of Funds in the recommendation to fill up			
2.1 Are the positions included in the WFP (note: WFP must be submitted)			
3. If previously filled-up position			
3.1 NORSA to adjust previous ORS			
3.2 copy of previous ORS			<b>Copy Attached</b>
<b>Budget Officer of OBSU:</b>			
			For compliance as stated above.
			Thank you.
			<b>Head of Budget for Regular Programs/Special Projects</b>