

Annex E

LIST OF REQUIREMENTS FOR PROCESSING OF INITIAL COST OF SERVICE
One (1) Original Copy of Signed and Notarized Contract with certification from Financial Management Service
Medical Certificate
Two (2) Certified True Copies of Signed and Notarized Contract
Five (5) Certified True Copy of Obligation Requests (ORs), with all original signature of Certifying Officer and with attached Certificate of Availability of Funds (CAF)
Two (2) Original copies of Certification of Assumption to Duty
Duly Accomplished Daily Time Record (DTR)
Accomplishment Report
Other documents such as LOCATOR SLIP, entries at LOGBOOK, TRAVEL AUTHORITY & CERTIFICATE OF APPEARANCE, etc. with CTC, as may be applicable
If former DSWD employee/MOA worker: Duly approved Office Clearance