

	<b>PAROLE AND PROBATION ADMINISTRATION</b>	Document Code	OTA-PWI-004
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The DOJ-PPA monitors the revision and distribution of the external documents covered in this document masterlist summary.

The monitoring of document use is contained in the soft copy of the EXTERNAL DOCUMENT MASTERLIST AND HISTORY SHEET (PPA-OTA-PAWIM-003-a) as of November 5, 2018 and saved at the external hard drive for safekeeping, easy monitoring and retrieval.

Document Code	Document Title	Revision/Version No.	Effectivity Date	Received Copy From	Copy Holder
BTR Attachment B	List of Accountable Officers	0		BTR	Chief, Cash Section
COA-GAAM ANNEX A	List of Collections	0		COA	Chief, Cash Section
COA-GAAM Appendix 11	Obligation Request and Status	0		COA	Chief, Cash Section
COA-GAAM Appendix 13	Report of Advice to Debit Account Issued	0		COA	Chief, Cash Section
COA-GAAM Appendix 14	Budget Utilization Request and Status	0		COA	Chief, Cash Section
COA-GAAM Appendix 26	Monthly Report of Collections and Deposits (BTR)	0		COA	Chief, Cash Section
COA-GAAM Appendix 26	Report of Collections and Deposits (COA)	0		COA	Chief, Cash Section
COA-GAAM Appendix 28	Order of Payment	0		COA	Chief, Cash Section
COA-GAAM Appendix 32	Disbursement Voucher	0		COA	Chief, Cash Section
COA-GAAM Appendix 33	Payroll	0		COA	Chief, Cash Section
COA-GAAM Appendix 34	Checks and Advices to Debit Account Disbursements Record	0		COA	Chief, Cash Section
COA-GAAM Appendix 35	Report of Check Issued	0		COA	Chief, Cash Section
COA-GAAM Appendix 40	Cash Disbursements Record	0		COA	Chief, Cash Section
COA-GAAM Appendix 41	Report of Cash Disbursements	0		COA	Chief, Cash Section
COA-GAAM Appendix 44	Liquidation Report	0		COA	Chief, Cash Section
COA-GAAM Appendix 48	Petty Cash Voucher	0		COA	Chief, Cash Section
COA-GAAM Appendix 49	Report on Paid Petty Cash Vouchers	0		COA	Chief, Cash Section

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COA-GAAM Appendix 50	Petty Cash Fund Record	0		COA	Chief, Cash Section
COA-GAAM Appendix 60	Purchase Request	0		COA	Chief, Cash Section
COA-GAAM Appendix 67	Monthly Report of Accountability for Accountable Forms	0		COA	Chief, Cash Section
<b>PROPERTY-001</b>	<b>Abstract of Canvass</b>	<b>0</b>		<b>COA</b>	<b>Chief, Property Section</b>
PS-DBM-Form no. 002	Agency Procurement Request (from the PS-DMB) (Form No. 002)	0		COA	Chief, Property Section
COA-GAAM Annex 6	Budget Utilization Request and Status (Annex G)	0		COA	Chief, Property Section
COA-GAAM Appendix 32	Disbursement Voucher (Appendix 32)	0		COA	Chief, Property Section
COA-GAAM Appendix 62	Inspection and Acceptance Report (Appendix 62)	0		COA	Chief, Property Section
COA-GAAM Appendix 74	Inventory and Inspection Report of Unserviceable Property(Appendix74)	0		COA	Chief, Property Section
COA-GAAM Appendix 59	Inventory Custodian Slip (Appendix 59)	0		COA	Chief, Property Section
COA-GAAM Annex F	Obligation Request and Status (Annex F)	0		COA	Chief, Property Section
COA-GAAM Appendix 50	Petty Cash Fund Record (Appendix 50)	0		COA	Chief, Property Section
COA-GAAM Appendix 51	Petty Cash Fund Register (Appendix 51)	0		COA	Chief, Property Section
COA-GAAM Appendix 48	Petty Cash Voucher (Appendix 48)	0		COA	Chief, Property Section
COA-GAAM Appendix 71	Property Acknowledgement Receipt (Appendix 71)	0		COA	Chief, Property Section
COA-GAAM Appendix 69	Property Card (Appendix 69)	0		COA	Chief, Property Section
<b>PROPERTY-015</b>	<b>Property return Slip</b>	<b>0</b>		<b>COA</b>	<b>Chief, Property Section</b>
COA-GAAM Appendix 76	Property Transfer Report (Appendix 76)	0		COA	Chief, Property Section
COA-GAAM Appendix 61	Purchase Order (Appendix 61)	0		COA	Chief, Property Section
COA-GAAM Appendix 40	Cash Disbursement Record	0		COA	Chief, Property Section

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COA-GAAM Form no. 2	Reimbursement Expenses Receipt	0		COA	Chief, Property Section
COA-GAAM Appendix 60	Purchase Request (Appendix 60)	0		COA	Chief, Property Section
COA-GAAM Appendix 72A	Registry of Heritage Asset – Summary (Appendix 72A)	0		COA	Chief, Property Section
COA-GAAM Appendix 72	Registry of Heritage Asset (Appendix 72)	0		COA	Chief, Property Section
COA-GAAM Appendix 75	Report of Lost, Stolen, Damaged or Destroyed Property (Appendix 75)	0		COA	Chief, Property Section
COA-GAAM Appendix 64	Report of Supplies and Materials Issued (Appendix 64)	0		COA	Chief, Property Section
COA-GAAM Appendix 49	Report on Paid Petty Cash Vouchers (Appendix 49)	0		COA	Chief, Property Section
COA-GAAM Appendix 66	Report on the Physical Count of Inventories (Appendix 66)	0		COA	Chief, Property Section
COA-GAAM Appendix 73	Report on the Physical Count of Property, Plant and Equipment (Appendix 73)	0		COA	Chief, Property Section
<b>PROPERTY-025</b>	<b>Request for Quotation</b>	<b>0</b>		<b>COA</b>	<b>Chief, Property Section</b>
COA-GAAM Appendix 63	Requisition and Issue Slip (Appendix 63)	0		COA	Chief, Property Section
COA-GAAM Appendix 58	Stock Card (Appendix 58)	0		COA	Chief, Property Section
<b>PROPERTY-028</b>	<b>Summary of Expense</b>	<b>0</b>		<b>COA</b>	<b>Chief, Property Section</b>
COA-GAAM Appendix 65	Waste Materials Report (Appendix 65)	0		COA	Chief, Property Section
COA-GAAM Appendix 32	Disbursement Voucher (DV)	0		COA	Chief, General Services Section
COA-GAAM Appendix 11	Obligation Request and Status (OBRS)	0		COA	Chief, General Services Section
COA-GAAM Appendix 62	Inspection and Acceptance Report (IAR)	0		COA	Chief, General Services Section
COA-GAAM Appendix 46	Reimbursement Expenses Receipt (RER)	0		COA	Chief, General Services Section
COA-GAAM Appendix 48	Petty Cash Voucher (PCV)	0		COA	Chief, General Services Section
COA-GAAM Appendix 49	Report on Paid Petty Cash Voucher	0		COA	Chief, General Services Section
COA-GAAM Appendix 50	Petty Cash Fund Record	0		COA	Chief, General Services Section

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COA-GAAM Appendix 69	Property Card	0		COA	Chief, General Services Section
CSC MRAAU FORM	Monthly Report of Attendance, Absences and Under time	0		CSC	Chief, Personnel Section
CS FORM NO. 1	Appointment Transmittal and Action Form	0		CSC	Chief, Personnel Section
CS FORM NO. 2	Report on Appointments Issued (RAI)	0		CSC	Chief, Personnel Section
CS FORM NO. 33-B	Appointment Paper	0		CSC	Chief, Personnel Section
CS FORM NO. 3	Certificate of Erasure(s) / Alteration(s) on Appointment	0		CSC	Chief, Personnel Section
DBM-CSC FORM NO. 1	Position Description Form	0		CSC	Chief, Personnel Section
CS FORM NO. 32	Oath of Office	0		CSC	Chief, Personnel Section
CS FORM NO. 4	Certificate of Assumption to Duty	0		CSC	Chief, Personnel Section
CS FORM NO. 5	Certification of the Absence of a Qualified Eligible	0		CSC	Chief, Personnel Section
CS FORM NO. 7	Clearance Form	0		CSC	Chief, Personnel Section
CS FORM NO. 8	D.I.B.A.R.	0		CSC	Chief, Personnel Section
CS FORM NO. 9	Request for Publication of Vacant Positions	0		CSC	Chief, Personnel Section
CS FORM NO. 10	Acceptance of Resignation	0		CSC	Chief, Personnel Section
CS FORM NO. 211	Medical Certificate	0		CSC	Chief, Personnel Section
CS FORM NO. 212	Personal Data Sheet	0		CSC	Chief, Personnel Section
ATTACHMENT TO CS FORM NO.212	Work Experience Sheet	0		CSC	Chief, Personnel Section
CSC/DBM NOSI FORM	Notice of Step Increment due to Length of Service	0		CSC	Chief, Personnel Section
COA Appendix 1	General Journal	0		COA	Chief, F M D
COA Appendix 2	Cash Receipts Journal	0		COA	Chief, F M D
COA Appendix 3	Cash Disbursement Journal	0		COA	Chief, F M D

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COA Appendix 4	Check Disbursement Journal	0		COA	Chief, F M D
COA Appendix 5	General Ledger	0		COA	Chief, F M D
COA Appendix 6	Subsidiary Ledger	0		COA	Chief, F M D
COA Appendix 8	Registry of Appropriations and Allotments	0		COA	Chief, F M D
COA Appendix 9-A	Registry of Allotments, Obligations and Disbursements Personnel Services	0		COA	Chief, F M D
COA Appendix 9-B	Registry of Allotments, Obligations and Disbursements MOOE	0		COA	Chief, F M D
COA Appendix 9-D	Registry of Allotments, Obligations and Disbursements Capital Outlay	0		COA	Chief, F M D
COA Appendix 11	Obligation Request and Status	0		COA	Chief, F M D
COA Appendix 14	Budget Utilization Request and Status	0		COA	Chief, F M D
COA Appendix 32	Disbursement Voucher	0		COA	Chief, F M D
COA Appendix 36	Journal Entry Voucher	0		COA	Chief, F M D
COA Appendix 38	Index of Payments	0		COA	Chief, F M D
COA Appendix 44	Liquidation Report	0		COA	Chief, F M D
COA Appendix 45	Itinerary of Travel	0		COA	Chief, F M D
COA Appendix 46	Reimbursement Expense Receipt	0		COA	Chief, F M D
COA Appendix 47	Certificate of Travel Completed	0		COA	Chief, F M D
COA Appendix 52	Advice to Debit Account Disbursement Journal	0		COA	Chief, F M D
COA Appendix 54	Schedule of Accounts Payable	0		COA	Chief, F M D
COA Appendix 55	Schedule of Accounts Receivable	0		COA	Chief, F M D
COA Appendix 57	Supplies Ledger Card	0		COA	Chief, F M D
COA Appendix 70	Property, Plant and Equipment Ledger Card	0		COA	Chief, F M D
COA Appendix 80	Bank Reconciliation Statement - MDS	0		COA	Chief, F M D
COA Appendix 81	Bank Reconciliation Statement - Cash-in-Bank, Local Currency,	0		COA	Chief, F M D

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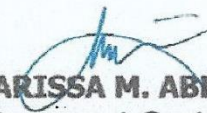
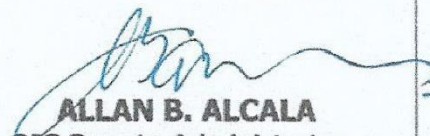

	Current Account				
COA FS Annex A	Statement of Financial Position	0		COA	Chief, F M D
COA FS Annex A1	Detailed Statement of Financial Position	0		COA	Chief, F M D
COA FS Annex B	Statement of Financial Performance	0		COA	Chief, F M D
COA FS Annex B1	Detailed Statement of Financial Performance	0		COA	Chief, F M D
COA FS Annex C	Statement of Changes in Net Assets/Equity	0		COA	Chief, F M D
COA FS Annex D	Statement of Cash Flows	0		COA	Chief, F M D
COA FS Annex D1	Detailed Statement of Cash Flows	0		COA	Chief, F M D
COA FS Annex E	Statement of Comparison of Budget and Actual Amount	0		COA	Chief, F M D
COA FS Annex F	Notes to Financial Statements	0		COA	Chief, F M D
COA FS Annex G	Statement of Management's Responsibility for Financial Statements	0		COA	Chief, F M D
FAR No. 1	Statement of Appropriations, Allotments, Obligations, Disbursements and Balances	0		DBM	Chief, F M D
FAR No. 1-A	Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures	0		DBM	Chief, F M D
FAR No. 1-B	List of Allotments and Sub-Allotments	0		DBM	Chief, F M D
FAR No. 3	Aging of Due and Demandable Obligations	0		DBM	Chief, F M D
FAR No. 4	Monthly Report of Disbursements	0		DBM	Chief, F M D
FAR No. 5	Quarterly Report of Revenue and Other Receipts	0		DBM	Chief, F M D
BP Form 100	BP Form 100: Statement of Revenues	0		DBM	Chief, F M D
BP Form 200	BP Form 200: Comparison of Appropriation and Obligations	0		DBM	Chief, F M D
BP Form 201	BP Form 201 - Summary of Obligations and Proposed Programs/Projects	0		DBM	Chief, F M D
BP Form 201-A	BP Form 201 A - Obligations, By Object of Expenditures PS	0		DBM	Chief, F M D
BP Form 201-B	BP Form 201 B - Obligations, By Object of Expenditures MOOE	0		DBM	Chief, F M D

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BP Form 201-D	BP Form 201 D - Obligations, By Object of Expenditures CO	0		DBM	Chief, F M D
BP Form 201-E	BP Form 201 E - Program Expenditure Plan	0		DBM	Chief, F M D
BED No. 1	Financial Plan	0		DBM	Chief, F M D
BED No. 3	Monthly Disbursement Program	0		DBM	Chief, F M D
BAR No. 2	Financial Report of Operation	0		DBM	Chief, F M D
BAR No. 3	Quarterly Report of Actual Income	0		DBM	Chief, F M D
BAR No. 4	Statement of Allotment/ Obligations and Balances	0		DBM	Chief, F M D
RAPSA	Reallocation Advice for use of PS Appropriations			DBM	Chief, F M D
RAF	Realignment Advice Form			DBM	Chief, F M D

Prepared by:	Reviewed by:	Approved by:
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