**CHECKLIST OF REQUIRED DOCUMENTS FOR THE CONDUCT OF PPAs**

**Activity Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Focal Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office/Regional Memo No. \_\_\_\_\_ Activity Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Pre-Activity** | **Activity Proper** | **Post-Activity** |
| --- | --- | --- |
| ☐ Office Memo/Regional Memo  ☐ registration/confirmation link  ☐ RBA with AR/ATC (PMIS)  ☐ Annex B, If change of date and title  ☐ Activity Proposal  ☐ terminal objective  ☐ enabling objective  ☐ Submission of signed memo to ARD  ☐ Request for message via email  ☐ RD  ☐ ARD  ☐ Request for documenter (as deemed necessary)  ☐ Request for nurse-in-charge/medical officer  ☐ Request for 1 virtual QAME Associate to QAD (a week ahead of the schedule)  ☐ Request for attendance link for certification to HRDD  ☐ Signed RBA & Memo submit to BAC  ☐ BAC Resolution  ☐ Contract c/o Legal Unit  If with venue:  ☐ TA for the chief/s  ☐ TA for the ROP  ☐ Request for vehicle  ☐ Driver’s Trip Ticket  ☐ Driver’s Evaluation Form  ☐ Registration form  ☐ Daily Attendance  ☐ Meal Attendance (2 copies)  If venue is government-owned  ☐ approved confirmation sheet &  caterer  ☐ certification of non-availability of NEAP 4A  If for hired vehicle  ☐ RBA  ☐ certification of non-availability from GSU  ☐ list of passengers | ☐ Minutes of the Activity  Certification Protocol Form, whichever is applicable:  ☐ 1 participants  ☐ 2 TWG  ☐ 3 participants given recognition  If with venue is not government-owned  ☐ DTI/SEC Registration  ☐ Mayor’s Permit  ☐ BIR Form 2303/BIR Permit | ☐ Activity Documentation Report  Compile:  ☐ Signed original RBA  ☐ Signed original Activity Proposal  ☐ Signed memo with Records Unit’s stamp  ☐ SEC Registration  ☐ Mayor’s Permit  ☐ BIR Form 2303  ☐ DTI Registration  ☐ Follow-up QAME Form 1 to QAME Associate/QAD  ☐ Follow-up QAME Form 2 to QAME Associate/QAD  ☐ Copy of the slide decks used |