**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 UnitIf 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 4AIf for hired vehicle ☐ RBA ☐ certification of non-availability from GSU☐ list of passengers | ☐ Minutes of the ActivityCertification Protocol Form, whichever is applicable:☐ 1 participants ☐ 2 TWG ☐ 3 participants given recognitionIf with venue is not government-owned☐ DTI/SEC Registration☐ Mayor’s Permit☐ BIR Form 2303/BIR Permit | ☐ Activity Documentation ReportCompile: ☐ 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 |