**Honoraria Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* [ ]  Payroll
* [ ]  Contract / MOA / ITR (Basis for Computation of Gross Amount)
* [ ]  Facilitator's Report
* [ ]  Invitation
* [ ]  Curriculum Vitae
* [ ]  Memorandum
* [ ]  Training Matrix

* [ ]  Approved Budget
* [ ]  Activity Request

* [ ]  QAME Result per Concluded Activities / Trainings / Seminars
* [ ]  Authority To Conduct (if applicable)
* [ ]  Landbank Account
* [ ]  Tax Identification Number (TIN)s
* [ ]  SARO (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: