**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: