**ROP Regular Salaries Checklist**

For the period of:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

**Regular Salaries, Personal Share, and Government Share**

* Payroll
* Payroll Summary
* Remittance List (PS/GS/PLIs/GFI)
* SOA
* SARO (if applicable)

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

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

Signature over Printed Name / Date

Email Address: rpsu.calabarzon@deped.gov.ph

Contact Number/s: