**Salary Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

**General Requirements for payment of Initial Salary:**

* Appointment duly approved by appointing authority (certified true/photocopy)
* Oath of Office
* Statement of Assets and Liabilities and Net Worth (SALN)
* Daily Time Record
* Certificate of assumption (first day of service)
* BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) for the current taxable year
* Filed BIR Form 1905 Application for Registration Information Update/Correction/Cancellation (*if TIN is not yet registered/transferred in the RDO having jurisdiction over the place of the employee’s residence pursuant to RMO No. 37-2019)*
* GSIS Approved Agency Remittance Advice

**Additional Requirements:**

* ***For Transfer***
* Clearance from Previous Office
* Certificate of last salary received from former office indicating basic salary rate, other remunerations, and deductions

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

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Signature over Printed Name / Date

Email Address:

Contact Number/s: