**Training Conducted in Partnership with Higher Educational Institutions (HEIS) Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* + [ ]  Statement of Account / Billing / Invoice
	+ [ ]  Documents required as per MOA between DepEd and HEIs
	+ [ ]  Approved Budget
	+ [ ]  Office Memorandum
	+ [ ]  Business Registration
	+ [ ]  BIR Permit
	+ [ ]  Mayor's Permit
	+ [ ]  SEC / DTI / CDA Registration
	+ [ ]  Landbank Account
	+ [ ]  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: