**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: