



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 Cordillera Administrative Region  
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**CHECKLIST OF DOCUMENTARY REQUIREMENTS**  
 (Direct Administration-Group and Individual)  
 Kabuhayan Program

**1. Project Preparation & Approval**

Application Letter addressed to the Regional Director

Project Proposal (for Group Project)/Individual Business Plan (for Individual Project)

Beneficiaries' profile

Certificate of Registration of Association/Organization (if Association/Organization)

Project Evaluation

**2. Processing of Payment of Fund Assistance (4 sets)**

Disbursement Voucher (2 copies)

Obligation Request and Status (3 copies)

Request and Issue Slip (RIS)

Purchase Request

At least 3 canvass papers

Abstract of Canvass

Certificate of Exclusive dealership (in case of exclusive dealer)

Purchase Order

Charge Invoice/Delivery Receipt

Inspection and Acceptance Report

Acknowledgment Receipt

Signed Memorandum of Agreement (MOA)

Others (please specify)

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Project Proposal with Supporting Documents for RPMT Evaluation				
	1 <sup>st</sup> Endorsement	Date	2 <sup>nd</sup> Endorsement	Date
FO Technical Staff				
RRCO				
TSSD Technical Staff				
RRCO (For RPMT Signature)				

