

DRN: FMS-RPAO-A-COMM-20-06-75649-S

**TO :** ALL HEADS OF OFFICES, BUREAUS, AND SERVICES (OBS)  
CENTRAL OFFICE

**ATTENTION :** DESIGNATED FINANCE OFFICERS

**SUBJECT :** FM GUIDELINES NO. 16, SERIES OF 2020 : ATTACHMENT OF  
CONTRACTS OR COPIES THEREOF AS SUPPORTING DOCUMENT  
FOR PAYMENTS TO CONTRACTORS IN TRANCHES

**DATE :** 25 JUNE 2020

This pertains to the attachment of contracts or certified true copies thereof as supporting document to the disbursement vouchers for payments to contractors in tranches.

Effective immediately, please be informed of the following:

1. The original contract shall be attached to the first tranche payment to the contractor.
2. Second and succeeding tranches of payment shall no longer be supported with the certified true copy of the contracts.
3. The Head of OBS shall instead issue a certification that the original contract was attached as supporting document for the payment of first tranche with the following details:
  - a. Disbursement Voucher Number
  - b. Disbursement Voucher Date
  - c. Authority to Debit Advice (ADA) Number
  - d. ADA Date

In order to comply with item number 3, all DFOs shall immediately obtain said information from the Accounting Division seven days after the payment has been paid.

Please be guided accordingly.

  
**JOSE ERNESTO B. GAVIOLA**

JLMSC/JVB/CMC/223