

**MEMORANDUM**

**FOR : ALL HEADS OF OFFICES, BUREAUS, SERVICES AND UNITS  
CENTRAL OFFICE**

**FROM : THE UNDERSECRETARY FOR FINANCE**

**SUBJECT : FINANCIAL MANAGEMENT GUIDELINES NO. 31 SERIES OF  
2022: GUIDELINES ON SAFEKEEPING AND ATTACHMENT OF  
CONTRACTS AS SUPPORTING DOCUMENTS FOR PAYMENTS**

**DATE : 22 DECEMBER 2022**

Pursuant to the Financial Management Guidelines No. 16 series of 2020, which refers to the attachment of contracts as supporting documents to the disbursement vouchers for payments to contractors in tranches, may we reiterate implementing directives, to wit:

1. The original contract shall be attached to the first tranche of payment to the contractor.
2. The 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
4. The Finance and Management Service shall provide the information (Item 3) to the end user and the concerned Designated Finance Officers (DFOs) seven (7) days after the payment has been made.

Moreover, in reference to Section VII.D of the Administrative Order No. 13 series of 2020 or the DSWD Guidelines and Protocols for Contract Drafting, Review, Implementation and Monitoring, the Legal Service (LS) shall maintain a system of recording of contracts. The Proponent shall submit to the LS one (1) original contract executed with different stakeholders, except Procurement Contracts and Contracts of COS/JO workers of DSWD.

In this light, the following shall be the responsible offices for custody and safekeeping of original contracts:

Particulars	Responsible Office
Procurement Contracts	Contract Management Section (CMS)
COS/JO workers Contracts	Human Resource Management and Development Service (HMRDS)
Contracts other than procurement and for COS/JO workers	Legal Service (LS)

For your guidance and strict compliance.

  
**ANTONIO C. CRISANTO JR.**

WCB/JSR/CJS/10164

DRN: FMS-RPAD-A-COMM-20-06-75649-G

**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/222