## TABLE OF ANNEXES


| | | |
|---|---|---|
| ANNEX | A | Job Aid |
| ANNEX | B | Checklist of Documentary Requirements (CDR) for New Employees |
| ANNEX | C | Checklist of Documentary Requirements (CDR) for Transferred Employees from other Government Office |
| ANNEX | D | Checklist of Documentary Requirements (CDR) for Transferred Employees in compliance to RTAO |
| ANNEX | E | Obligation Request and Status (ORS) |
| ANNEX | F | Disbursement Voucher (DV) |
| ANNEX | G | Request for Funding |
| ANNEX | H | List of Cancellation |
| ANNEX | I | Summary of Deductions |
| ANNEX | J | Payroll Advice |
| ANNEX | K | ATM Payroll Register |
| ANNEX | L | Letter of Cancellation/Suspension from General Office Payroll |
| ANNEX | M | Letter of Inclusion/Resumption in the General Office Payroll |
| ANNEX | N | Salary Payroll Register |
| ANNEX | O | PERA Payroll Register |
| ANNEX | P | Deduction List Register |
| ANNEX | Q | Payslips |
| ANNEX | R | Alphabetical List of Employees |
| ANNEX | S | Memorandum of Entitlement to RATA |
| ANNEX | T | Checklist of Documentary Requirements For Separation From Service For Their Monetary Claims |
| ANNEX | U | Sub-Allotment Advice (SAA) |
| ANNEX | V | LBP E-Card Data Capture Form |
| ANNEX | W | GSIS ARA Request Form |
| ANNEX | X | Report on Separated Employees |