

Documentary Requirements for the Release of Funds
Regional Advisory No. 2022-028 Date: February 22, 2022
Effectivity: January 31, 2022

<p>Miscellaneous Personnel Benefits Fund</p>	<ol style="list-style-type: none"> 1. Special Budget Request 2. BED No. 3, as revised 3. Latest FAR No. 1 and FAR 1-A 4. Duly Signed Matrix containing detailed computation of actual Personnel Service (PS) Requirements and date of appointment and assumption of duty of employees which is consistent with the updated PSIPOP.
<p>PS Deficiency</p>	<ol style="list-style-type: none"> 1. Special Budget Request 2. BED No. 3 3. Latest FAR No. 1/ FAR No. 1-A 4. Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits which is consistent with the updated PSIPOP 5. HR-issued Certified True Copy of Decision on the case by competent/proper authority, as applicable