

Miscellaneous Personnel Benefits Fund (MPBF)

CHECKLIST	(/)	CLARIFICATORY COMMENTS
1. Special Budget Request		
2. BED No. 3, as revised		
3. Latest FAR No. 1 and FAR No. 1-A		
4. Duly signed Matrix containing detailed computation of actual Personnel Services (PS) Requirements and date of appointment and assumption of duty of employees which is consistent with the updated PSIPOP		<p>Evaluation will be based ONLY on the generated report from the PSIPOP. Submission of Appointment Papers are NO LONGER necessary.</p> <p>See prescribed formats bearing the required Certification by the responsible Officers, labeled as "FORM A"</p>
PS Deficiency:		
1. Special Budget Request		
2. BED No. 3		
3. Latest FAR No. 1/FAR No. 1-A		Duly signed URS-generated report pursuant to COA-DBM Joint Circular No. 2019-1 dated January 1, 2019
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		<p>Evaluation will be based ONLY on the generated report from the PSIPOP. Submission of Appointment Papers are NO LONGER necessary.</p> <p>See prescribed formats bearing the required Certification by the responsible Officers, labeled as "FORM B"</p>
5. HR-issued Certified True Copy of Decision on the case by competent/proper authority, as applicable		Stamped and signed as "Certified True Copy"