



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION  
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17 March 2022

**MEMORANDUM NO. 16**

Series of 2022

**TO :** All Vice-Chancellors, Deans, Directors, Department Chairs,  
Head of Units, and Project Leaders

**SUBJECT :** Additional Requirement for Salary Claims of  
All Contract of Service Personnel

In compliance with COA Circular No. 2012-001 dated 14 June 2012, "Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions", effective immediately, all Contract of Service (COS) personnel are required to attach their Accomplishment Report in processing salary claims.

The Accomplishment Report must be signed by the concerned personnel certifying the activities accomplished for the given period, duly verified and certified correct by the Immediate Supervisor/Project Leader/Unit Head.

This supersedes previously issued memoranda on the attachment of Accomplishment Report.

Please contact the Accounting Office for inquiries.

For compliance.

**ROLANDO T. BELLO**  
Vice Chancellor