

Attachment A

BLGF Checklist of Requirements for the Certification NDSC and BC
Pursuant to DOF DO No. 054.2016 dated 25 October 2016

Name of LGU: _____ Date of Application: _____

	REQUIREMENTS	✓ or X	COMMENTS												
1.	<p>Letter request from the Local Chief Executive indicating :</p> <ul style="list-style-type: none"> i. The lending institution; ii. Terms and conditions of the proposed loan; and iii. The purpose of the loan. 	<p>_____</p> <p>_____</p> <p>_____</p>													
2.	<p>Certification of existing/absence of loan/s duly certified by the Local Treasurer with the following details</p> <ul style="list-style-type: none"> i. Types of loans & other obligations contracted; ii. Purpose of the loans & other obligations contracted; iii. Name of the lending institutions; iv. Date of approval & maturity; v. Terms & conditions (interest rate & number of years to pay); vi. Remaining balances of loans and other obligations; and vii. Annual amortization schedules (segregating the principal from the interest) issued by the lending institution 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>													
3.	<p>Commission on Audit (COA) Annual Audit Certificate for the most recent year, which shall be supported by the year-end financial reports for the past three (3) years:</p> <table border="1" data-bbox="719 1428 954 1680"> <thead> <tr> <th></th> <th>20__</th> <th>20__</th> <th>20__</th> </tr> </thead> <tbody> <tr> <td>i. Pre-closing Trial Balance (GF)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ii. Detailed Statement of Financial Performance</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>An Agency Action Plan and Status of Implementation (AAPSI) report on COA recommendations shall be required, while they may only be 'qualified' and not 'adverse', pertaining to local financial management and treasury matters or</p>		20__	20__	20__	i. Pre-closing Trial Balance (GF)				ii. Detailed Statement of Financial Performance				<p>_____</p> <p>_____</p>	
	20__	20__	20__												
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4.	<p>specifically concern the local treasurer, such as, but not limited to: (i) Unremitted and undeposited collection; (ii) Unliquidated cash advances; (iii) Unremitted mandatory contributions of GSIS, PAGIBIG, Philhealth, withholding tax to BIR and (iv) Unreconciled cash book with the Bank Reconciliation Statement and Subsidiary Ledger. Per BLGF Memorandum dated 06 April 2017.</p> <p>Note: <i>AAPSI is not required unless COA has Unqualified Opinion.</i></p> <p>Certification issued by the lending institution stating that it shall not require LGU deposits as compensating balance for the loan, if such lending institution is (1) not an authorized government depository bank or (2) an authorized government bank required to obtain the prior approval of the Department of Finance, as provided under the DOF Department Circular No. 002-2016 dated 8 July 2016.</p>	<p>_____</p>	
<p><i>In case the LGU has been declared under the state of calamity either by the national or local authorities shall, for a period of one (1) year from the declaration of state of calamity, be required only to submit the documents stated in Item Nos. 1 and 2, together with certified copy of the declaration.</i></p>			

Prepared and Evaluated by:

Date of Evaluation:

Financial Analyst
