

to: Supply Officer

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**Checklist of documents for REQUEST FOR RELIEF FROM ACCOUNTABILITY  
(COA Memorandum No. 92-751 dated February 24, 1992)**

1. The basic notice of loss to be filed immediately after the discovery of the loss and the request for relief from accountability which should be filed by the proper accountable officer within the reglementary period of 30 days from the occurrence of the loss, with the Auditor concerned or the Commission, as the case may be.
  - 1.1 In case of delay in the filing of the aforesaid notice and request, satisfactory explanation or the reason(s) for such delay should be submitted
  - 1.2 If the occurrence of the loss has also been reported to other police agencies, like the NBI, CIS, etc. the progress/initial investigation report thereon should be submitted
2. Affidavit or Sworn Statement of the proper accountable officer on the facts and circumstances surrounding the said loss, supported by the Affidavit of two (2) disinterested persons who have personal knowledge of such fact/loss
- ~~3.~~ Comment and/or recommendation of the Agency Head concerned on the request
4. Exact or accurate amount of government cash or book value of the property subject of the request for relief
5. Property Acknowledgment Receipt (PAR)/Memorandum Receipts (MR) covering the properties subject of the request, if any
6. Report of Lost, Stolen, Damaged or Destroyed Property

Additionally, in case of the following incidents/occurrence:

*FIRE*

1. The progress and/or final report of the local Police/Fire Department or Station on the incident;
2. List or inventory of burned or destroyed properties as well as use properties retrieved after the fire, stating therein the acquisition cost/book value of each item;
3. Authenticated picture(s) showing the site/office or government properties razed by the fire;
4. Fire insurance policy, if any, covering subject property. If the property is insured, information as to whether or not the Agency concerned has already been paid the proceeds of the said insurance policy should be secured and, if so, evidence to this effect should be submitted. If the property has not been insured, reasons to this effect should be submitted.

*THEFT OR ROBBERY/HOLD-UP:*

1. Progress and/or Final Police report on the theft or robbery case.
  - 1.1 In cases of theft or robbery including with force upon things (destruction of padlocks, doors, window jalousies, etc.), information as to whether or not the premises of the government Agency or office concerned are manned by security guards. If so, the respective Sworn Statements or Affidavits of the guards respecting the incident should be obtained and submitted.
  - 1.2 A certified copy of the contract of security/services entered into by and between the government office and the security agency should also be submitted.
  - 1.3 If the Security Guard(s) is found to be negligent in the premises, a recommendation to the agency Head should be made that appropriate action be instituted to enforce the civil liability of the security guard and/or security agency concerned.
  - 1.4 In cases of theft or robbery/hold-up of government cash/funds to be deposited with or withdrawn from a depository bank, information as to whether or not the proper accountable officer was escorted by a policeman or security guard should also be submitted, to the negative, explanation to this effect should be submitted
2. Detailed list of government properties lost or destroyed as well as those properties retrieved after the robbery incident disclosing the book value of each item or exact amount of government money/cash involved,
3. Authenticated picture(s) taken relative to the robbery or theft incident.

*FORCE MAJEURE (EARTHQUAKE, TYPHOONS, ETC.)*

1. Detailed list/inventory of lost or destroyed government properties or lost cash, as well as those properties retrieved after the calamity
2. Certification of the proper official of the local PAGASA or other similar government Agency on the actual occurrence of the calamity specifying therein the approximate or exact time the incident happened and the areas or places affected thereby.

*DEATH OF LARGE CATTLE AND OTHER LIVESTOCK*

1. Certificate of Death of the large cattle issued by proper official
2. Autopsy report of the proper Veterinarian.