



Republic of the Philippines  
**COMMISSION ON AUDIT**  
Commonwealth Avenue, Quezon City, Philippines

**Committee on Evaluation of Applications for Rehabilitation Leave  
Privilege and Claims for Benefits under Section 699 of the Revised  
Administrative Code (RAC)**

Revised Checklist for Claims for Benefits under Section 699 of the  
Revised Administrative Code of the Philippines, as amended

1. Letter request addressed to the COA Chairperson thru aforesaid Committee, HRMO.
2. Updated Service Record.
3. Claimant's affidavit attesting the following facts and circumstances:
  - 3.1. The physical condition of the claimant upon entrance into the service, and whether the illness was suffered or contracted prior to entry into the service;
  - 3.2. Positions held and nature of duties and functions of the claimant;
  - 3.3. Whether or not the illness was the proximate result of abuse of authority, misconduct, willful failure, gross negligence, intemperate use of drugs or alcoholic beverage, or vicious or immoral acts or habits;
  - 3.4. Whether or not the illness was suffered or contracted during absence without authority from assigned place or duty;
  - 3.5. Facts and circumstances surrounding the affliction of, or giving rise to, the disease, sickness or injury;
  - 3.6. Nature and extent of the sickness incurred;
  - 3.7. That this is the first time the claimant will avail of the benefits under Section 699;
  - 3.8. Total amount to be reimbursed, but not exceeding P100,00.00; and
  - 3.9. Summary of hospital and medical expenses incurred, supported by original copies of receipts using the form attached as Annex A.
4. Joint affidavit of two (2) co-employees of claimant stating among others the facts as attested in the affidavit of claimant to which they have personal knowledge.
5. Notarized Original copy of the Medical Certificate/Medical Abstract issued by the attending physician (if photocopied, be sure to have it authenticated by your Administrative Officer).