

Barangay \_\_\_\_\_  
City of Zamboanga  
Province of Zamboanga del Sur

TRANSMITTAL LETTER (TL)

Date: \_\_\_\_\_

To: SYLVIA P. BINARAO  
City Accountant  
City of Zamboanga

Madam:

We submit herewith the original copies of the disbursement vouchers issued for the month of \_\_\_\_\_ duly acknowledged by the payees together with the supporting documents, and copies of the corresponding checks and Punong Barangay's Certification (PBC).

| DV   |     | Check |     | Payee | Amount | PBC/s Issued |     |
|------|-----|-------|-----|-------|--------|--------------|-----|
| Date | No. | Date  | No. |       |        | Date         | No. |
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|      |     |       |     |       |        |              |     |

Please acknowledge receipt hereof.

Very truly yours,

\_\_\_\_\_  
Barangay Treasurer  
\_\_\_\_\_

Noted by:

\_\_\_\_\_  
Punong Barangay  
\_\_\_\_\_  
Date

