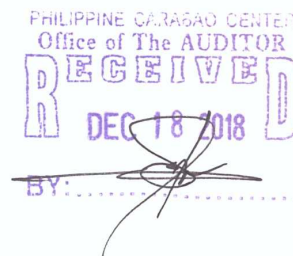


**Philippine Carabao Center**  
Science City of Muñoz, Nueva Ecija

**AGENCY ACTION PLAN and  
STATUS of IMPLEMENTATION**  
Audit Observations and Recommendations  
For the Calendar Year 2017  
As of November 30, 2018



Ref.	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/ Non- Implemen- tation, if applicable	Action Taken/Action to be Taken
			Action Plan	Person/Dept Responsible	Target Implementation Date				
					From	To			
No. 1	The accuracy, reliability and existence of the accounts Property, Plant and Equipment (PPE) of the agency totaling ₱1,118,668,303.70 as of December 31, 2017 was doubtful due to: (a) errors in providing depreciation; (b) non-impairment of assets classified as unserviceable; (c)idle/unserviceable/obsolete assets of remained undisposed and no report of inventory for unserviceable properties was made at year-end; (d) non-recording of assets; (e) non-reclassification of completed infrastructure project to	We recommended and the Executive Director agreed to instruct the (a) Accountant of Head Office and PCC at CLSU to check depreciation of each asset and draw necessary adjusting entries; (b) Accountant of Head Office to coordinate with COA GAS to resolve the system errors which occurred in generating depreciation and determine the acquisition costs of PPE reported with negative balances and draw the necessary adjusting entries; (c) Accountant of Head Office and PCC at CLSU and DMMMSU to	The concerned personnel will review and analyze the depreciation of each asset and draw necessary adjusting entries. Likewise, all other noted issues related to PPE will be implemented within the year.	Accountant of Head Office and PCC at CLSU and Property Officer of Head Office and identified regional centers	June 2018	Dec. 2018	a. Partially Implemented   b. Partially Implemented   c. On-going		

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	specific PPE account; (f) absence of COA representative during physical count of PPE; and (g) deficiencies in recording and management, thus, inconsistent with the pertinent provisions of Government Accounting Manual for National Government Agencies, Volume I.	recognize impairment loss for unserviceable assets and evaluate the remaining assets for possible impairment; (d) Property Unit of Identified regional centers (i) to prepare and submit IIRUP in the format prescribed by GAM for NGAs to the Audit Team for appropriate action thereon; and (ii) Disposal Committee to undertake appropriate disposal proceedings in accordance with regulations; (e) Accountant of PCC at DMMMSU to recognize unrecorded assets; (f) Accountant of PCC at CLSU to reclassify completed infrastructure projects to specific PPE accounts; (g) Inventory Committee of PCC at MMSU to submit to the Audit Team an invitation to witness the conduct physical count of PPE; and (h) Property Unit of PCC at MMSU to (i) provide tagging of all PPE pursuant to COA Circular No. 80-124 dated January 18, 1980; (ii) update/renew all PAR as provided under Appendix 71 of					d. (i) Partially Implemented  d. (ii) Partially Implemented  e. Partially Implemented  f. Fully Implemented  g. Fully Implemented  h. (i) Fully Implemented  h. (ii) Partially Implemented	Reclassification of completed infrastructure project was adjusted under JEV-2018-03-000197 (see attached copy of JEV)	

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		GAM for NGAs, Volume II; and (iii) maintain Property Cards for each class of property.							
No. 2	The Biological Assets account totaling ₱182,449,900.08 at year-end was unreliable due to (a) inconsistent application of the policy in valuation of biological assets; (b) unrecorded various research animals and 37 heads of calves born in CYs 2016 and 2017; (c) existing discrepancy between the General Ledger and the physical inventory; and (d) non-maintenance of Biological Asset Property Card and non-preparation and non-submission of Quarterly Report on Biological Asset, thus, affecting its fair presentation in the financial statements	We recommended and the Executive Director agreed to instruct the (a) Accountant to i) consistently apply the established pricing resolution on biological assets and check all valuation of every animal and draw appropriate necessary adjusting entries for the over/undervalued animals; ii) recognize biological assets based on the recognition criteria presented in PPSAS 27 and coordinate with the Property Officer for the inclusion of the same in the report on physical inventory; (b) Accountant and Property Officer PCC Head Office and PCC at LCSF to reconcile their records on biological assets in order to eliminate the variances and to observe the accounting policies on loss of property; and (c) Officers in-charge of Biological Assets to maintain Biological Assets Property Card and prepare and submit to the	The concerned personnel were instructed to comply with the existing rules and regulations of pertaining to Biological Asset. Likewise, submission of required reports shall be observed at all times.	Accountant and Property Officer PCC Head Office and PCC at LCSF	June 2018	Dec. 2018	a. (i) Partially Implemented   <		

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					From	To			
		Audit Team the Quarterly Report on Biological Assets.							
No. 3	The PCC surpassed the revenue targets set for CY 2017 amounting to ₱106,672,991.93 as reported in the Financial Accountability Report (FAR) No. 5 prescribed under COA-DBM Joint Circular No. 2014-1 dated July 2, 2014, by implementing strategies towards boosting local milk production and processing into value-adding products, thus, resulting to increase in revenue by ₱2,690,522.37 or 2.52% or totaling ₱109,363,514.30 collections for the period.	We recommended and Management agreed to continue its efforts and current strategies being undertaken for increased revenue collection to attain self-sufficiency.	The management will continue to exert its efforts and strategies to increased revenue collection of PCC.	PCC Management	June 2018	onwards	Fully Implemented		
No. 4	Procurement of infrastructure project amounting to ₱35,178,939.69 and several purchases of goods were not in accordance with the various existing laws, rules and regulations on procurement, thus, casting doubts on the propriety of the financial transactions.	We recommended and Management agreed to instruct the (a) BAC Secretariat and the Accounting Unit to coordinate and ensure the immediate submission to the Office of the Auditor of the aforementioned supporting documents for proper and complete evaluation; (b) Accounting Unit to effect the necessary adjustment in the books	The concerned personnel were instructed to strictly comply with the provisions of RA 9184 and its Revised IRR in all of its procurement activities. The rest of the noted issues related to procurement process will be implemented within the year.	BAC and Accounting unit of PCC at CLSU and PCC at CMU	June 2018	Dec. 2018	a. Fully Implemented  b. Fully Implemented	Adjustment in the books relative to	

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		relative to erroneous recording of liquidated damages; and (c) BAC and other concerned personnel to strictly comply with the provisions of RA 9184 and its Revised IRR in all of its procurement activities.					c. Fully Implemented	liquidated damages was recorded under JEV-2018-03-000234 (see attached copy of JEV).	
No. 5	Deficient inventory management casted doubt on the accuracy and reliability of the balances of the controlling accounts of Inventory reported at ₱24,902,053.68at year-end, which was not harmonized with the provisions of Chapters 2 and 8, Volume I of GAM for NGAs and Section 490 of GAAM.	We recommended and the Executive Director agreed to instruct the (a) Accountant of identified regional centers to recognize unused supplies and materials in the inventory account; (b) Inventory Team at PCC at CLSU to (i) conduct the physical count of inventories at least every six months and prepare the RPCI for the inventory counted; and (ii) coordinate with the Supply and Accounting Offices for the reconciliation of the RPCI with the latter's records; (c) Supply Officer of identified regional centers to maintain the required records and reports for inventories; and (d) Accounting Office of identified regional centers to (i) observe perpetual inventory system in accounting for these assets; and	The concerned personnel were instructed to comply with the existing rules and regulations of inventory management to ensure the implementation of the noted issues related thereto.	Accountant and Supply Officer of identified regional centers and Inventory Team of PCC at CLSU	June 2018	Dec. 2018	a. Partially Implemented  b. (i) Partially Implemented  b. (ii) Partially Implemented  c. Partially Implemented  d.(i) Partially Implemented		

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					From	To			
		(ii) coordinate with the Supply Office for the regular reconciliation of inventory balances.					d.(ii) Partially Implemented		
No. 6	The amount of ₱5,490,478.08 or 94.12% of the Due from NGAs account of PCC Head Office representing balances of funds transferred to various Implementing Agencies (IAs) remained unliquidated despite lapsed contract period and discrepancy totaling ₱1,010,109.79 was noted between the agency books and those of the IAs contrary with existing rules and regulations, thus, casting doubts on the validity of reported balances of unsettled accounts at year-end.	We recommended and the Executive Director agreed instruct the Finance Division to (a) issue demand letters on a regular basis to other concerned IAs to remind them of their duties to liquidate the funds transferred to them in accordance with the provisions of MOA; and (b) make reconciliation with the IAs especially the two agencies that reported differences in the unliquidated balances and effect the necessary adjustments in the books of PCC, if any.	Demand letters for the request for submission of the report of disbursements and/or refund of the IAs will be communicated to Implementing Agencies (IAs) to close the Due from NGAs account.	Accounting section	July 2018	Dec. 2018	a. Partially Implemented  b. Partially Implemented		Of the noted balance of 5.4M, 45% or P2,435,281.45 have been recorded as liquidation as of Nov. 30, 2018 (see attached Annex A)  Of the noted discrepancy of 1.01M, 97% or P980,859.79 have been recorded as liquidation and refund by IAs as of July 31, 2018.
No. 7	The reliability of the carrying amount of Due to NGAs account of ₱39,371,980.12 of PCC Head Office could not be ascertained due to unexpended and unutilized funds on projects not returned or remitted to the Source	We recommended and the Executive Director agreed to (a) instruct the Finance Division to strictly comply with COA Circular No. 94-013 dated December 13, 1994 and to initiate the return or remittance of unexpended balances since	The Finance team will strictly comply with COA Circular No. 94-013. Liquidation reports of the completed projects will be submitted to COA for audit until December, 2018. Also, remittance of	Finance team	July 2018	Dec. 2018	a. Partially Implemented	Remittance of unexpended balance will be made after the final reconciliation of the	There is on-going reconciliation and review of the completed projects.

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					From	To			
	Agency (SA) or National Treasury valued at ₱8,561,426.29 contrary to COA Circular No. 94-013 dated December 13, 1994 and the related Memorandum of Agreement entered by and between the SAs and PCC.	unwarranted retention of these funds deprives the national government of additional funds which can be utilized for other programs and projects; and (b) the concerned officials are within the timelines to implement the projects/programs/activities so that the intended beneficiaries can enjoy the benefits due therefrom as planned.	unexpended balance of completed projects will be return to Source Agency or Bureau of Treasury. Moreover, project leaders were reminded to observe and strictly follow the Work and Financial Plan (WFP) to ensure implementation of the project pursuant to MOA.				b. Partially Implemented	completed projects.	
No. 8	Unserviceable properties amounting to ₱5,172,960.55 including unreconciled beginning balance of ₱447,697.13 as of December 31, 2017 under Other Asset accounts remained in the storage facility over unreasonable length of time contrary with existing rules and regulations, thus, casting doubts on the validity of the account and failing to maximize the benefits that could have been derived from the sale of said unserviceable assets and from alternative use	We recommended and the Executive Director agreed to instruct the (a) Accountant of identified Regional Centers (RC) to reclassify each unserviceable property to its specific PPE account; (b) Accounting and Property Offices of PCC Head Office to identify the composition of the unreconciled beginning balance amounting to ₱447,697.13 and immediately effect corrections on the discrepancy noted to sustain the reliability and accuracy of the accounts balance as shown in the financial statements at any	The concerned personnel were instructed to disposed immediately the unserviceable properties so that Other Asset accounts will be derecognized in the books. Likewise, Disposal Committee and Property Offices of PCC Head Office and identified Regional Centers will ensure the implementation of submission of report of inventory of unserviceable properties	Accounting, Property Offices and Disposal Committee of PCC Head Office and identified Regional Centers	June 2018	Dec. 2018	a. Partially Implemented  b. Partially Implemented	The balance of unserviceable property will be derecognized from the books upon disposal.	Of the noted unreconciled beg. balance of P447,697.13, 73% or P327,923.66 have been identified.

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					From	To			
	of storage space occupied by said properties, respectively.	given time; (c) Property Officer of identified RC to prepare report of inventory of unserviceable properties in the format prescribed by GAM for NGAs and submit to the Audit Team for validation; and (d) Disposal Committee to undertake appropriate disposal proceedings in accordance with existing rules and regulations.	in the format prescribed by GAM for NGAs to their respective Audit Team and undertake appropriate disposal proceedings.				c. Partially Implemented  d. Partially Implemented		
No. 9	Cash management of PCF were not in line with some existing rules and regulations such as i) non-maintenance of the required records; ii) non-compliance with imprest system; iii) errors in accounting entries; and non-preparation of Petty Cash Vouchers, thus, indicating weak internal control system in handling cash which may result in possible loss or misuse of government funds.	We recommended and the Executive Director agreed to instruct the a) Petty Cash Fund Custodian and/or Special Disbursing Officer of PCC at CLSU to maintain Petty Cash Fund Record and Cash Disbursement Record for petty cash transactions and to monitor fund/cash advance balance; b) Accounting Unit of PCC at CLSU to i) maintain Petty Cash Fund using imprest system; ii) recognize revenues at the proper recognition point; and iii) made appropriate accounting entries recording collections and deposits; and c) Accounting Unit of PCC at DMMMSU to strictly comply	The concerned personnel were instructed to maintained all the prescribed forms enumerated in the recommendations. Moreover, they will ensure compliance with the accounting policies and procedures on the handling of PCF.	Petty Cash Fund Custodian and/or Special Disbursing Officer of PCC at CLSU and DMMMSU Accountant of PCC at CLSU	June 2018	Dec. 2018	a. Fully Implemented  b.(i) Fully Implemented  b.(ii) Fully Implemented  b.(ii) Fully Implemented  c. Fully Implemented		

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					From	To			
		with the accounting policies and procedures on the handling of PCF as prescribed by Chapter 6 of GAM for NGAs, Volume I.							
No. 10	Gain on initial recognition of agricultural produce milk amounting to ₱1,500,935.00, cost of milk fed to calves, spoilage and for analysis and other purposes totaling ₱607,035.00 and raw milk sold to PCC Dairy Outlet valued at ₱893,900.00 were all not recognized, thus, affecting fair presentation of the financial statements for the period.	We recommended and the Executive Director agreed to instruct the Accountant of PCC at CLSU to (a) recognize gain on initial recognition of agricultural produce and costs of milk (i) sold to Dairy Outlet; (ii) fed to calves (iii) spoilage; and (iv) for analysis and other purposes; and (b) effect corrections of where necessary.	The concerned personnel will prepare adjusting entries for the noted unrecognized transactions of milk production report.	PCC at CLSU bookkeeper and accountant of CLSU	June 2018	Dec. 2018	a. (i) On going  a. (ii) On going  a. (iii) On going  b. On going		
No. 11	The Disbursement Vouchers and corresponding supporting documents of PCC at CSU and LCSF were not submitted within the prescribed period to the Audit Team which was not in line with Section 100 of PD 1445 and Section 7.2.1(a) of COA Circular No. 2009-006 dated September 15, 2009, hence, causing undue delay in the conduct of audit procedures to ascertain the legality and regularity of the financial transactions and	We recommended and the concerned personnel agreed to exert utmost efforts to meet the demands of timely reporting and submission of DVs in order to avoid undue delays that preclude the Audit Team on the timely conduct of audit and rendering of the required reports as well as the actions provided in compliance with existing laws, rules and regulations.	The concerned personnel of PCC at CSU and LCSF were instructed to strictly comply in submission of Disbursement Vouchers and corresponding supporting documents to their respective Audit Team within the prescribed period.	Accountants and Bookkeepers of PCC at CSU and PCC at LCSF	June 2018	Dec. 2018	Fully Implemented		

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					From	To			
	prompt rendering of the required reports.	<p>We also invited the attention of the agency on Article 218 of the Revised Penal Code which imposes disciplinary action and/or penalties for accountable officers who fails or refuses without justifiable cause to render accounts on their due dates by prison correctional in its minimum period, or by a fine ranging from 200 to 6,000 pesos, or both.</p> <p>A Notice of Disallowance may also be issued for accounts not submitted after 15 days after issuance of the Audit Observation Memorandum or pursuant to the demand letter.</p>							
No. 12	The Cash-in-Bank balance of ₱446,020,688.73 at year-end was not reliable due to the following: (a) unadjusted reconciling items in the Bank Reconciliation Statements (BRS), totaling ₱7,020.98 additions and ₱316,501.42 deductions; (b) unsupported and undocumented reconciling items were taken up; (c) unadjusted stale checks	We recommended and the Executive Director agreed to instruct the Accountant and Bookkeeper at a) PCC at VSU to i) adjust immediately the reconciling items amounting to ₱7,020.98 and ₱316,501.42, respectively; ii) review the reconciling items of ₱ 499,337.10 and ₱ 203,210.51 presented as additions and deductions, respectively, in the	The concerned personnel were instructed to review the reconciling items in BRS and prepare immediate adjusting entries of the noted amount. The rest of the recommendations will be implemented within the year.	Accountants and Bookkeepers of PCC Head Office, PCC at VSU, PCC at MLPC and PCC at UPLB	June 2018	Dec. 2018	a. (i) Partially implemented  a. (ii) Partially implemented		The Accounting team of Head Office will ensure the implementation of the issues noted in BRS.

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					From	To			
	totaling ₱141,362.50 were still presented in the December 2017 BRS; and (d) BRS were not submitted within the prescribed period, contrary with existing laws, rules and regulations.	BRS by tracing the pertinent source documents to determine if these are valid for proper adjustments to avoid misleading financial data; and iii) coordinate with the bank for the submission of debit and credit advices or other supporting documents that would give information on the nature of the transactions and would support eventual recording in the books; b) PCC Head Office, VSU and MLPC to make necessary adjustments to reflect stale checks; and c) PCC at UPLB to i) revise the BRS for 2017 and the adjusting entries made in May 2017 to facilitate reconciliation of the book and the bank balances; ii) submit the BRS to the Audit Team within the reglementary period; and iii) prepare adjusting entries for discrepancies/errors and other reconciling items with adequate explanation, and duly supported with required documents.					a. (iii) Partially implemented   <		

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No. 13	Responsiveness to gender issues and concerns was properly addressed by the agency with the implementation of GAD related projects and activities amounting to ₱21,514,069.33 or 5.12% of total agency budget of ₱419,810,000.00, in conformity with the provisions of Sec. 24(4.1) of Department of Budget and Management, National Economic and Development Authority, National Commission on the Role of Filipino Women Joint Circular. No. 2004-001 dated December 19, 2004 and R.A. No. 7192, Section 30 of the General Provisions of the General Appropriations Act of 2017 and Executive Order No. 273.	We recommended and the Management assured us that it will efficiently continue to implement projects and activities related to GAD in order to ensure the promotion of public welfare and basic services addressing gender issues and concerns in accordance with the requirements of existing rules and regulations relating to GAD.	The management reminded the GAD Focal Point System (GFPS) for the continuity of implementation of projects and activities related to GAD in accordance with the requirements of existing rules and regulations relating to GAD.	GAD Focal Person / GFPS committee	June 2018	onwards	Fully Implemented		
No. 14	The Agency had consistently complied with BIR Revenue Regulation No. 2-98 dated April 17, 1998 in withholding taxes from compensation, honorarium and contracts with suppliers and contractors whereby the total amount of	We recommended and the Management agreed to ensure continuous compliance with the provisions of BIR regulations governing timely and regular remittances of taxes withheld.	The concerned personnel were reminded for the strict implementation of remittance of taxes withheld within the prescribed timelines as required by BIR.	Acctg Section	June 2018	onwards	Fully Implemented		

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	₱29,829,711.02 or 99.5% of the total withheld taxes of ₱29,981,450.20 was remitted at year-end within the prescribed period.								
No. 15	The Agency was found compliant with Section 14 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 8291, otherwise known as the Government Service Insurance System (GSIS) Act of 1997, in the remittance to the GSIS of the withheld premiums/contributions for retirement and life insurance policies (RLIP) from compensation of agency's personnel together with the employer's share and loan amortizations.	We recommended and Management agreed compliance with Section 14 of the Revised IRR of Republic Act No. 8291, otherwise known as GSIS Act of 1997, which mandates that the monthly personal share of employees and the contribution for employer's share covered by GSIS shall be remitted within the first 10 days of the calendar month to which the contribution apply to assure all its members of the social security benefits accruing in due time.	The management reminded the concerned personnel to continue to comply with Section 14 of the Revised IRR of Republic Act No. 8291, otherwise known as GSIS Act of 1997.	Acctg Section	June 2018	onwards	Fully Implemented		
No. 16	Premium contributions, loan amortizations and other amounts due to Home Development Mutual Fund (HDMF) were deducted and remitted to the agency in compliance with Republic Act No. 9679 or the Home Development Mutual Fund Law	We recommended that Management continue complying with the HDMF Law on the withholding and remittance of employees and government share to the HDMF to assure all its members of the accumulating benefits.	The concerned personnel were reminded to continue to comply with the HDMF Law on the withholding and remittance of employees and government share to the HDMF.	Acctg Section	June 2018	onwards	Fully Implemented		

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					From	To			
	of 2009 and its Implementing Rules and Regulations.								
No. 17	The “Paiwi Program” of PCC National Impact Zone (NIZ) division was able to provide additional income of ₱48,941,851.44 to farmer-beneficiaries in terms of milk produced and calves born, however, relatively high mortality rate of buffaloes under the program and non-compliance with the provisions of the MOA resulted in a loss of government funds amounting to ₱3,085,128.00 and reduction of additional opportunity of farmer-beneficiaries to increase income and nutrition of rural farming communities.	We recommended and the Executive Director agreed to instruct the a) NIZ division to strictly monitor the animal husbandry practices of the farmer-beneficiaries and if warranted, reclaim/retrieve the animals with poor body condition as per provision on the contract of agreement between PCC and Farmer-beneficiaries to minimize the mortalities for the succeeding periods; and b) Paiwi and Bull Loan Program Coordinator to i) maintain complete records on the loaned animals; and ii) require the farmer-beneficiaries to pay the annual mortuary fund of ₱1,000.00 and insure the loaned Buffalo under the name of PCC with any member insurance company of the livestock insurance pool or any member insurance company, which may be willing to undertake the responsibility.	The NIZ team will continue to strictly monitor the animal husbandry practices of the farmer-beneficiaries to minimize the mortalities for the succeeding periods. The rest of the recommendations will be implemented in the ensuing years.	NIZ	June 2018	onwards	a. Fully Implemented   		

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No. 18	The PCC Head Office could have earned additional interests of around ₱6,059,172.86 on bank deposits which could have been used as additional capital on their Revolving Funds had the idle/unutilized funds of ₱121,500,000.00 out of the ₱143,051,159.09 average monthly deposit balance maintained under Regular Current Accounts been converted to High Yield Savings Accounts (HYSAs) or Time Deposit Accounts which offered an interest rate higher than the Regular Current Account.	We recommended and the Management agreed to consider the transfer of idle/unused balances of bank accounts from the regular Current Accounts to Time Deposit accounts or HYSAs to maximize the earning potential of its deposits and thus, boost the financial capacity of the Agency.	The management instructed the finance team to review the Revolving Fund balances and work plan to identify the possible amount for transfer to Time Deposit accounts or HYSAs to maximize the earning potential of its deposits.	Finance team	June 2018	Dec. 2018	On-going.	There is on-going review for the possible transfer of idle/unused balances of Revolving Fund.	

By:

  
**ARNEL N. DEL BARRIO**  
 Executive Director

Date: Dec. 17, 2018