

Philippine Carabao Center
Science City of Muñoz, Nueva Ecija

**AGENCY ACTION PLAN and
STATUS of IMPLEMENTATION**

Audit Observations and Recommendations

For the Calendar Year 2018

As of June 30, 2019

PHILIPPINE CARABAO
Office of The AUD
B SEP 20 2019

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Ref.	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/Non-Implementation, if applicable
			Action Plan	Person/Dept Responsible	Target Implementation Date			
No. 1	The accuracy, reliability and existence of the accounts Property, Plant and Equipment (PPE) of the Agency totaling ₱1,046,219,830.27 as of December 31, 2018 were doubtful due to: (a) non-provision of depreciation for some PPE items; (b) unrecorded PPE; (c) overstatement of Other Structures account; (d) unserviceable properties not yet disposed of; (e) inclusion of semi-expendable items; and (f) non-preparation of property records and reports. Moreover, some properties were not	We recommended and the Executive Director agreed to instruct the (a) Accountant of PCC at CLSU and VSU to provide an allowance for depreciation on subject PPE items and draw necessary adjusting entries; (b) Accountant of (i) PCC at VSU and DMMMSU to record all properties received; and (ii) PCC at MLP to book up the three structures based on the determined appraised value in compliance with PPE recognition principle; (c) Accountant of (i) PCC at CLSU to recognize the first partial billing	The concerned personnel will review and analyze the compliance to audit recommendation regarding PPE. All other noted issues will be implemented within the year.	Accountant and Property Officers of identified regional centers	June 2019	Dec. 2019	a. Partially Implemented b. (i) On-going b. (ii) On-going c. (i) Fully Implemented	Review of depreciation for the remaining PPE accounts will be made until December, 2019.



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	insured with the Government Service Insurance System (GSIS), thus, inconsistent with the provisions of the Government Accounting Manual for National Government Agencies, Volume I.	to Construction in Progress – Buildings and Other Structures account in relation to the construction of water system structure; and (ii) PCC at VSU and CSU to prepare the necessary adjusting entries to reflect the proper recording of affected accounts; (d) Property Unit and Disposal Committee of identified regional centers to (i) include all unserviceable properties in the IIRUP; and (ii) undertake appropriate disposal proceedings in accordance with existing rules and regulations; (e) Accountant of PCC at DMMSU to reclassify semi-expendable items from PPE accounts; (f) Accounting and Property Offices of PCC at DMMSU and CMU to establish and maintain the prescribed property records for enhanced control and accountability; and (g) Property and Accounting Units of PCC at MLPC and CMU to insure properties with insurable interest with the GSIS in						c. (ii) Partially Implemented	
								d. (i) On-going	
								d. (ii) On-going	
								e. On-going	
								f. On-going	
								g. On-going	

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No. 2	The Biological Assets account totaling ₱175,214,202.25 at year-end was unreliable due to (a) inconsistent application of policy in valuation of biological assets; (b) non-recognition of gain on initial recognition of biological asset and agricultural produce; (c) lapses in the acquisition of breeding stocks; (d) unaccounted animals during physical count; (e) unsubstantiated dropping of sold and dead animals; (f) non-derecognition of dead and culled animals; and (g) non-preparation of Biological Assets Property Card and Quarterly Report of Biological Assets, thus, affecting its fair presentation in the financial statements.	We recommended and the Executive Director agreed to instruct the (a) PCC NHGP, CLSU and DMMMSU to 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; (b) Accounting Unit of (i) PCC at DMMMSU to record the amount of PCC shares in the calf drops; and (ii) PCC at CSU to recognize Gain on Initial Recognition of Agricultural Produce and the corresponding expenses for milk utilization; (c) PCC at DMMMSU Accountant to ensure that all payments were made only to the proper claimants to ensure validity of transactions and accuracy of records; (d) Center Director of (i) PCC at DMMMSU to instruct (1) the Property Unit to constitute a Committee who will conduct regular monitoring	The concerned personnel were instructed to consistently review and apply the established pricing resolution on biological assets. Also, recognition of Gain on Initial Recognition of Agricultural Produce and corresponding expenses for milk utilization shall be observed at all times. Moreover, submission of supporting documents in the request for relief and procurement of biological assets will be strictly adhere to.	Accountant and Property Officer of PCC NHGP and identified regional centers	June 2019	Dec. 2019	a. On-going		
							b. (i) On-going		
							b. (ii) Fully Implemented		
							c. On-going		
							d. (i) (1) On-going		

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		and investigation so as to address the high incidence of unaccounted buffaloes; and (2) the Accountant to cause the prompt recording of Receivables pertaining to unaccounted Breeding Stocks which were confirmed sold by farmer-trustees or impose applicable sanctions; and (ii) PCC at CMU to instruct the Accountant to recognize in the books of accounts the carrying value of training/research animals upon acquisition; (e) concerned Accountable Officers of PCC at VSU to submit the required supporting documents to justify the derecognition of the biological assets from the books of accounts; (f) PCC at CLSU Accounting Unit to derecognize from the books the cost of dead and culled animals and submit the documents related to the culled animal with Eartag Number IT20141305; and (g) Officers-in-charge of the biological assets of identified Regional Centers to maintain BAPC and prepare						d. (i) (2) On-going	There is on-going preparation in PC some
								d. (ii) On-going	
								e. On-going	
								f. Fully Implemented	
								g. On-going	

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No. 3	The accuracy of the Other Receivables account balance of ₱122,672,948.13 at year-end was not ascertained due to (a) failure to setup receivables for dead animals pending approval of request for relief from property accountability; (b) erroneous accounting entry for animal dispersal; (c) non-recognition of payments received from farmer-trustees; and allowance for impairment for dormant accounts aged more than two years totaling ₱1,089,869.07 was not provided, contrary with the provisions of the GAM for NGAs and Section 73 of PD No. 1445.	We recommended and the Executive Director agreed to instruct the (a) Accounting Unit of PCC at CMU to recognize in the books of accounts the liability of Accountable Officer equivalent to the value of two dead animals; and (b) Accounting Unit of PCC at MLPC to (i) effect an appropriate adjusting entry to correct overstatement of affected accounts; (ii) direct the concerned personnel to submit the required proof and certification of calf drops to warrant proper adjustments in the book; and (iii) assess the collectability of receivables based on the aging of accounts, collection experience of the agency and expected loss experiences and provide	The Accountant of PCC at CMU and MLPC to strictly comply with the recognition and derecognition principle of Other Receivables account. Likewise, appropriate adjusting entries will be prepared to correct the affected accounts.	Accountant of PCC at CMU and PCC at MLPC	June 2019	Dec 2019	(a) Fully implemented (b) (i) On-going (b) (ii) On-going (b) (iii) On-going	centers of Biological Assets Property Cards and Quarterly Report on Biological Assets.	

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		Allowance for Impairment Loss as warranted.							
No. 4	The actual collection of PCC totaling ₱108,801,052.00 surpassed the revenue targets set for CY 2018 by ₱6,869,052.00 or 6.74 percent 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 in increase in revenue.	We recommended and the Executive Director agreed to continue its efforts and current strategies being undertaken towards increased revenue collections to attain self-sufficiency.	The management will continue to exert its efforts and strategies to increased revenue collection of PCC to attain self-sufficiency.	PCC Management	June 2019	Dec. 2019	Fully Implemented		
No. 5	Deficient inventory management created doubt on the accuracy and reliability of reported balances of the controlling accounts of inventory totaling ₱33,400,995.61 at year-end, which was not harmonized with the provisions of Chapter 8,	We recommended and the Executive Director agreed to instruct the (a) Accounting Unit of PCC NHGP and identified Regional Centers to (i) observe the required perpetual inventory method in the recording of inventories at all times; and (ii) classify the purchases of supplies 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 Property Officer of PCC NHGP and identified regional centers	June 2019	Dec. 2019	a. (i) Partially Implemented a. (ii) Partially Implemented	The identified regional centers instructed to fully implement the perpetual inventory method for inventory and to conduct the physical count	

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	Volume I of the GAM for NGAs and Section 490 of GAAM.	materials to their appropriate Inventory accounts; (b) Accounting Unit of PCC at MLPC to prepare the necessary adjusting entries to reflect the unrecorded inventories which remained on-hand as at year-end; and (c) Property and Accounting Units of PCC at CMU to (i) reconcile their records and thereafter conduct periodic reconciliation to ensure completeness and accuracy of Inventory accounts balances; and (ii) adhere to the semi-annual conduct of physical count of inventory and submission of the Report on the Physical Count of Inventories.						b. (ii) Partially Implemented c. (i) On-going c. (ii) On-going	of inventories at least every six months and prepare the RPCI for the inventory counted.
No. 6	Unexpended balance of completed projects totaling ₱5,745,592.07 was not returned to the Source Agencies (SAs) or remitted to the National Treasury which was not in line with Section 63 (f) to (g) of GAM for NGAs Volume I and the related Memorandum of Agreement	We recommended and the Executive Director agreed to instruct the (a) Accounting Unit to strictly comply with Section 63 (f) to (g) of GAM for NGAs Volume I and the related provision of project duration in the MOA to be able to liquidate unexpended balances of completed projects; and (b) project implementers to observe and strictly follow the	The Finance team will strictly comply with Section 63 (f) to (g) of GAM for NGAs Volume I and the related provision of project duration in the MOA. Also, remittance of unexpended balance of completed projects will be return to Source Agency or Bureau of Treasury. Moreover,	Accounting Section and Project implementers	July 2019	Dec. 2019		a. Partially Implemented b. Fully Implemented	Liquidation and/or refund of fund transfer will be fully closed this year.

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	(MOA) entered into between the SAs and PCC.	Work and Financial Plan (WFP) to ensure timely implementation of the project pursuant to MOA.	project leaders were reminded to observe and strictly follow the Work and Financial Plan (WFP) to ensure implementation of the project pursuant to MOA.					
No. 7	The Other Deferred Credits account was overstated by \$5,002,185.74 due to inclusion of accounts which did not constitute valid obligation contrary with Chapter 3, Volume III of the GAM for NGAs, thus, affecting the fair presentation of financial statements.	We recommended and the Executive Director agreed to instruct the Accounting Unit of PCC at MLPC to look into the overstatement of Other Deferred Credits account and its corresponding contra account and prepare the necessary adjusting entries to correct the misstatement in consonance with Volume III of the GAM for NGAs.	The Accountant of PCC at MLPC was instructed to review and analyze the Other Deferred Credits account and prepare necessary adjusting entries.	Accountant of PCC at MLPC	July 2019	Dec. 2019	On-going	
No. 8	Eighty-nine (89) buffaloes with an aggregate value of \$3,082,951.80 or 50.08 percent of the total loss of Assets of \$6,060,076.15 were reported dead by PCC NHGP, CLSU and LCSF under its institutional herd due to various diseases and untoward incidents generally	We recommended and the Executive Director agreed to instruct the identified Regional Centers to institute additional preventive measures and regular monitoring of animals to minimize government losses brought about by mortality due to diseases which could have	The concerned personnel were instructed to employ additional preventive measures to prevent mortality (regular vaccination and deworming, laboratory test were done for	Veterinarian of PCC NHGP and identified regional centers	June 2019	onwards	On-going	

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	considered as preventable had there been regular monitoring of the animal's health, thereby, resulting in losses which affected the financial condition of the agency and the farmer-beneficiaries.	otherwise been prevented, and undue culling of the same.	disease surveillance, among others). In case of disease occurrence, proper medication and treatment regimen was given by the farm veterinarian.					
No. 9	The amount of ₱2,784,977.63 in the Due from NGAs account of PCC NHGP representing balances of fund transferred to various Implementing Agencies remained unliquidated despite lapsed contract period inconsistent with the MOA between PCC and the IAs and Section 63 (f) to (h), Chapter 6, Volume I of the GAM for NGAs.	We recommended and the Executive Director agreed to instruct the Accountant to (a) coordinate with the counterpart Accounting Unit of the concerned IAs for the immediate submission of liquidation reports pertaining to the utilized funds; (b) strengthen the monitoring controls to prevent accumulation of long outstanding fund transfers; and (c) continue to issue demand letters on a regular basis to concerned IAs for the immediate liquidation of the fund transferred.	Continuous coordination with the counterpart accounting unit of the concerned IAs will be done for immediate submission of liquidation reports and to prevent accumulation of long outstanding fund transfers.	Accountant of PCC NHGP	June 2019	Dec. 2019	a. Partially Implemented b. Partially Implemented c. Partially Implemented	

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No. 10	Cash management was not harmonized with existing rules and regulations such as (a) erroneous treatment of deposit in transit; (b) stale checks still carried over and presented as outstanding checks; (c) improper treatment of reconciling items in the Bank Reconciliation Statement; (d) unsupported/undocumented reconciling items; and (e) inadequate bond of Accountable Officer; 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) Accountant of PCC at VSU to (i) adjust immediately the valid reconciling items treated as additions and deductions in the BRS, as well as the stale checks in the books of accounts so as to arrive at an accurate account balance; and (ii) review the appropriateness of reconciling items presented as additions and deductions in the BRS; and (b) Management of PCC at DMMMSU to secure adequate bond coverage of the Petty Cash custodian to ensure that the agency will be adequately indemnified in case losses of funds.	Accountant of PCC at VSU to review and analyze the BRS and to prepare necessary adjustments for the reconciling items.	Accountant of PCC at VSU and PCC at DMMMSU	June 2019	Dec 2019	a.(i) On-going	
							a.(ii) On-going	
							b. Fully Implemented	
No. 11	Payment of honoraria and/or incentives totaling ₱1,221,060.00 to agency personnel was made despite the absence of complete supporting documents and authorization of its incurrence beyond the allowable amount, contrary to pertinent rules and	We recommended and the Executive Director agreed to instruct the Accounting Unit of NHGP, DMMMSU and LCSF to (a) substantiate the payments of honoraria by submission of pertinent supporting documents; and (b) ensure that	The Executive Director instructed the Accountant to strictly comply with the pertinent supporting documents related to payment of honoraria, admin costs and incentives.	Accountant of PCC NHGP and identified regional centers	June 2019	Dec 2019	a. On-going b. Fully implemented	

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	regulations, thus, affecting the validity and propriety thereof.	expenses and disbursements are kept within existing limits to prevent incurrence of avoidable expenses; and (c) properly recognize in the books the payment of honoraria to administrative staff assigned to special projects and effect the necessary adjustments as warranted.						
No. 12	Propriety of procurements made during the period cannot be fully ascertained due to (a) common-use supplies procured from private suppliers rather than from the Procurement Service of Department of Budget and Management (PS-DBM); and (b) issuance of Purchases Orders (POs) prior to issuance of ORS, thereby, not in keeping with pertinent rules and regulations governing a sound system of procurement process.	We recommended and the Executive Director agreed to instruct the (a) Procurement Section of PCC at CLSU and CSU to (i) further improve procurement planning of commonly-used office supplies (ii) secure certification from the PS that such office supplies were not available at the time of procurement; and (b) PCC at MLPC to see to it that Chief Accountant has certified availability of funds based on duly certified ORS.	The Executive Director instructed the Procurement Section of PCC at CLSU and CSU to improve the procurement of commonly-used office supplies to PS-DBM. Moreover, Accountant of PCC at MLPC to ensure that there is certification of availability of funds based on duly certified ORS before issuance of Purchase Orders.	Procurement Section of PCC at CLSU and CSU and Accountant of PCC at MLPC	June 2019		a.(i) Fully Implemented a.(ii) Fully Implemented b. Fully Implemented	

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No. 13	Several deficiencies were noted in the submission of transaction documents such that (a) paid vouchers including supporting documents were not stamped/marked "PAID" upon payment or release of check; and (b) submissions of financial reports were not within the prescribed period, thus, not harmonized with a sound system of internal control over disbursements.	We recommended and the Executive Director agreed to instruct the (a) Accounting Unit of PCC at CLSU to strengthen internal control over disbursements by marking/stamping all the paid disbursement vouchers including the supporting documents to avoid double payment. Moreover, Accounting Unit of PCC at LCSF will ensure the submission of monthly financial reports within the prescribed period.	The Accounting Unit of PCC at CLSU were instructed to strengthen internal control over disbursements by marking/stamping all the paid disbursement vouchers including the supporting documents to avoid double payment. Moreover, Accounting Unit of PCC at LCSF will ensure the submission of monthly financial reports within the prescribed period.	Acctg Section	June 2019		a. Fully Implemented	
No. 14	The native carabaos maintained at the PCC NHGP and CLSU was composed of only 1% and 2% of the total animal herd inventory at year-end, respectively, which was not in line with Section 6(e) of RA No. 7307 otherwise known as the Philippine Carabao Act of	We recommended and the Executive Director agreed to continually exert its efforts in increasing the current population of native carabaos maintained by the PCC NHGP and CLSU by way of intensifying its research and development activities aimed at improving	The Management will continue to exert its efforts in increasing the current population of native carabaos thru strengthening the R&D activities of the center	Top management	June 2019	onwards	On-going	

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	1992, thus, failing to ensure the preservation of the Philippine carabao by conservation or propagation of at least 30 to 50 percent of the total carabaos maintained/propagated by each carabao center.	the productivity of Philippine or native carabao.							
No. 15	Responsiveness to gender issues and concerns was properly addressed by the agency with the implementation of GAD related projects and activities amounting to ₱24,900,601.95 or 5.08% of total agency budget of ₱489,530,000.00, 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.	We recommended and the Executive Director agreed to instruct the GAD Focal Point System to ensure its continuous implementation of projects and activities related to GAD towards the promotion of public welfare and basic services addressing gender issues and concerns in accordance with the requirements of existing GAD rules and regulations.	The Executive Director instructed the GAD Focal Point System to continue the efficient implementation of 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 GAD rules and regulations.	GAD Focal Person / GFPS committee	June 2019	onwards	Fully Implemented		

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	No. 7192, Section 30 of the General Provisions of the General Appropriations Act of 2017 and Executive Order No. 273.								
No. 16	The Agency had substantially complied with BIR Revenue Regulation No.2-98 dated April 17, 1998 in withholding taxes from compensation, honoraria and contracts with suppliers and contractors whereby the total amount of ₱23,855,171.31 or 99.5% of the total withheld taxes of ₱24,076,764.64 was remitted at year-end within the prescribed period. However, some deficiencies were noted in the collection and remittance of taxes thereby affecting the fair presentation of affected accounts in the financial statements.	We recommended and the Executive Director agreed to instruct the Accounting Unit to (a) ensure continuous compliance with the provisions of BIR regulations governing timely and regular remittances of taxes withheld; (b) make the necessary adjustments to book unrecorded tax withheld and remittances and to correct the double recording of tax remittances; and (c) review the pertinent records against source documents to ensure proper recording of related transactions and to adjust immediately the valid reconciling items as warranted.	The concerned personnel were reminded for the continuous compliance of remittance of taxes withheld within the prescribed timelines as required by BIR. Moreover, bookkeeper of PCC at VSU was instructed to review the pertinent records against source documents to ensure proper recording of related transactions.	Acctg Section	June 2019	onwards	a. Fully Implemented b. For implementation c. For implementation	There is on-going checking of the source documents before preparation of necessary adjusting entries.	

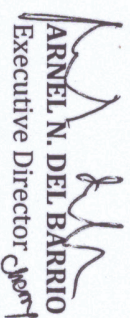
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No. 17	The Agency was found compliant with Section 14 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 8291, otherwise known as the Government Service Insurance System (GSIS) Act of 1997, in the remittance to the GSIS 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 Executive Director agreed to instruct the Accounting Unit to continuously comply 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.	Actg/HR Section	June 2019	onwards	Fully Implemented	
No. 18	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	We recommended and Management agreed to continue complying with the HDMF Law on the withholding and remittance of employees' and government share to the	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.	Actg/HR Section	June 2019	onwards	Fully Implemented	

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	No. 9679 or the Home Development Mutual Fund Law of 2009 and its Implementing Rules and Regulations.	HDMF to assure all its members of the benefits due them.							

By: /


ARNEL N. DEL BARRIO
Executive Director

Date: August 16, 2019