

**AGENCY ACTION PLAN and  
STATUS OF IMPLEMENTATION  
Audit Observations and Recommendations  
For Calendar Year 2021**



Ref. (AOM No.)	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reasons for Partial/ Delay/ Non- Implementation, if Applicable	Action taken/ Action to be taken
			Action Plan	Persons/Dept. Responsible	Target Implementation Date				
					From	To			
021-019 (2021)	The agency was unable to plan properly the construction of two tennis courts with contract cost of ₱1,897,438.89 hence, same remained unutilized despite reported completion thereof, rendering the project not functional that might result in wastage of government funds. Also, the agency did not initiate termination of contract despite the incurrence of 28 per cent negative slippage as of June 13, 2020 not in consonance with GPPB Resolution No. 05-2019. Likewise, the project was paid in full despite contractor's non-compliance with the punch list issued by the previous Project Monitoring Committee (PMC) which casted doubt on the validity and propriety of related disbursements	We recommend that the University President require: <ol style="list-style-type: none"> <li>The Planning Services as well as the Budget Services to explain in writing why this project was pushed through despite the limited budget;</li> <li>The PMC to explain in writing why they should not be held accountable for certifying that the punch list had been complied even when it was not;</li> <li>The previous PMC to explain in writing why they were unable to initiate termination of contract or take-over of work despite the 28 per cent negative slippage;</li> <li>The Project Engineer and the PMC to explain in writing why they should not be held accountable for allowing the contractor to build its barracks on the tennis courts and construct a concrete structure adjacent to it; and</li> </ol>	Meet the BAC, Planning, PMC and Budget to discuss the observations and recommendations of COA.  Write a letter to the contractor of the adjacent project to remove all the structures built on the court, repair any damages to the project and immediately vacate the premises.  Require the units mentioned in the AOM to submit their response/explanations to the observations of the COA auditor.	BAC, PDISS, PMC, Budget	immediately		Fully Implemented	Had a meeting with the heads of the units involved and discussed the observations and recommendations of COA.  Letter sent to the contractor of the project who built a structure on the tennis court.  Rejoinder to the AOM sent to COA	

		<p>5. The Planning Services as well as the Budget Services to explain in writing why this project was pushed through despite the limited budget;</p> <p>6. The PMC to explain in writing why they should not be held accountable for certifying that the punch list had been complied even when it was not;</p> <p>7. The previous PMC to explain in writing why they were unable to initiate termination of contract or take-over of work despite the 28 per cent negative slippage;</p> <p>8. The Project Engineer and the PMC to explain in writing why they should not be held accountable for allowing the contractor to build its barracks on the tennis courts and construct a concrete structure adjacent to it; and</p> <p>9. The contractor of the construction of swimming pool to immediately vacate the premises, remove all concrete structures built, and repair all damages on the project.</p>							
2021-020-022 (2021)	Various contracts totaling P220,060,853.91 included items amounting to P12,137,802.06 which are	We recommend that Management deduct from the contract cost the items classified as goods amounting	Send a directive to the BAC, CAO Finance and the Legal Officer to review and study the observation of the	BAC, CAO, Legal Officer	Immediately		Fully Implemented		Recommendations of COA studied and reviewed.

	not considered part of infrastructure projects as defined under Section 5 of the IRR of RA 9184 hence should be deducted from the contract cost and procured separately as goods.	to ₱12,137,802.06 and shall be procured separately as goods in accordance with the 2016 IRR of RA 9184. Henceforth, management is advised to stop the practice of including in the procurement of infrastructures items which can be categorized as goods.	<b>Auditor.</b>  Instructed the BAC to review/revisit the provisions/guidelines on mixed procurement under R.A. 9184						
2022-001 (2021)	Cash advances granted to some Accountable Officers exceeded the allowable maximum cash accountability, not in consonance with Item 5.1 of the Bureau of the Treasury Circular No. 02-2009 dated August 6, 2009, hence there is a risk that losses of funds in excess of the maximum cash accountability may not be recovered.	We recommend that the Management ensure that no cash advances are granted in excess of the maximum cash accountability allowed in the approved bond of the accountable officer.  Likewise, if needed, the management should increase the fidelity bond of the accountable officers to an amount sufficient to cover the maximum accountability that the Accountable Officer handles for a given period, in accordance with the Revised Schedule of Bonds provided by the Bureau of Treasury to protect the interest of the Agency in case of losses resulting from unlawful use of government funds and losses attributable to negligence in the safekeeping of such funds.	Ensure that no cash advance exceeds the maximum cash accountability of accountable officer.  Remind the disbursement officers and the accountant to always adhere to the provision of Public Bonding Law	Cashiering Accounting	immediately		Fully Implemented		Increased the cash accountability and fidelity bond premiums of accountable officers.  Accountant and cashier were prompted to be cautious when granting cash advance that it should not exceed the cash accountability of the accountable officers.
2022-002 (2021)	Cash Advances granted to officers and employees of the University for official travels already undertaken amounting to ₱122,621.00 remained unliquidated and some have been dormant for 11 to more than 20 years, contrary to the provisions of	We recommend that Management:  a. Direct the Accounting Unit, through the Chief Accountant to exert more effort in requiring the settlement/liquidation of cash advances by sending demand letters;	Resend demand letters to officers who have unsettled cash advances for advances granted in 2019 and years before 2019  Send reminder letters to officers/employees with cash advance before the expiration of the 30 days period provided under	Accounting	June 2022	Dec 31, 2022	Partially Implemented On going	Addressee can no longer be located	Reminder letters were sent to employees with cash advance before the deadline of liquidation.

	COA Circular Nos. 97-002 and 2016-005, thus, expenses pertaining thereto were not recorded in the period it was incurred, and affected the fair presentation of the Advances to Officers and Employees and Accumulated Surplus/ (Deficit) accounts in the financial statements.	<p>b. Exhaust all remedies to compel the concerned employees to expedite settlement/liquidation of cash advances;</p> <p>c. If warranted, request for write-off from COA of dormant unliquidated balances whose settlement/liquidation could no longer be ascertained, following the guidelines and procedures, duly supported with applicable documents as prescribed under COA Circular No. 2016-005 dated December 19, 2016;</p> <p>d. Strictly enforce and adhere to the rules and regulations on the grant, utilization and liquidation of cash advances as provided in COA Circular No. 97-002 to prevent the occurrence of significant unliquidated cash advance balances;</p> <p>e. Require the Chief Accountant to conduct regular and periodic monitoring of cash advances and demand settlement thereof by sending reminder letters prior to the due date of liquidation.</p>	Section 16 of E.O. 248  Request for write-off from COA of dormant accounts whose settlement/liquidation can no longer be ascertained, if justified.						Instructed the accountant to prepare a request for write-off of dormant accounts for advances 10 years and above
2022-003 (2021)	Accountable Officers were granted additional cash advances regardless of	We recommend that Management:	Remind the disbursing officers to settle first their previously granted cash advance before requesting	Cashiering	immediately		Fully Implemented		No cash advance were granted unless previous cash advances

	unsettled/unaccounted previous cash advances and liquidated beyond the prescribed period, in violation of Sections 4.1 and 5.1 of COA Circular No. 97-002 and Section 89 of Presidential Decree (P.D.) No. 1445, resulting in the accumulation of unliquidated funds in the custody of the AOs and further exposing the cash to possible loss or misuse.	<p>a) Stop the practice of granting additional/subsequent cash advances to disbursing officers unless previous cash advances have been liquidated/settled as required by Section 89 of PD 1445 and Item 4.1 of COA Circular No. 97-002;</p> <p>b) Require the Accountant to make a certification on the face of the Disbursement Voucher for the granting of cash advance that the disbursing officer has no outstanding balance as of that date as required by COA Circular No. 2012-001;</p> <p>c) Strictly enforce the prompt liquidation of cash advance as soon as the purpose for which it was granted has been served and refund immediately any excess amount thereof.</p>	for a new cash advance  Instruct the Accountant to attach to the DV a certification that the disbursing officer has no unliquidated cash advance before granting a new cash advance	Accounting					were settled/liquidated
2022-004 (2021)	The Inventory accounts amounting to ₱2,224,891.60 as of December 31, 2021, did not tally with the balance in the Report on the Physical Count of Inventories of ₱1,426,237.15, or a difference of ₱798,654.45, due to non-recording of issuances of Inventories,	We recommend that the University President to:  a) Require the Supply Officer to record in the Stock Cards the receipt of procured/delivered items, prepare the RIS upon issuance of inventories to end-users, and record the	Instruct the Supply officer and staff to revisit the guidelines prescribed by the GAM in the receipt and issuance of supplies/inventories and comply with the recommendations of the COA auditor	Supply Office Staff	immediately		Fully Implemented		Instructed the Supply Office staff to always adhere to the guidelines set by COA on the receipt and issuance of inventory materials including the proper accomplishment of forms submitted to

	contrary to Sections 16 and 17, Chapter 8 of the Government Accounting Manual (GAM), Volume I, thus casting doubt on the accuracy and reliability of the Inventory Accounts.	<p>issuances in the Stock Cards;</p> <p>b) Require the Supply Officer to regularly prepare and submit the RSMI duly supported with RIS to the Accountant, as basis for recording in the Supplies Ledger Cards and in the books of accounts;</p> <p>c) Require the Supply Officer to adopt the RSMI form prescribed by the GAM Volume II;</p> <p>d) Require the Accountant and Supply Officer to periodically reconcile their records, immediately verify any discrepancies noted, and consequently make the necessary adjustments.</p>							the COA
2022-005 (2021)	Unserviceable properties totaling P1,335,745.00 which no longer qualify as assets were still carried in the books because disposal of said properties has not yet been undertaken by the University, contrary to Section 79 of P.D. 1445, thus the PPE accounts were overstated, and non-disposal thereof deprived the Agency of possible income that may	<p>We recommend that the University President to:</p> <p>a) Require the Supply Officer to record in the Stock Cards the receipt of procured/delivered items, prepare the RIS upon issuance of inventories to end-users, and record the issuances in the Stock Cards;</p> <p>b) Require the Supply</p>	Require the Supply Officer to always adhere to the procedures specified under the GAM on the proper recording of supplies and materials, including the forms used and the reports submitted to COA and the Accounting office	Supply Office, Accounting	immediately		On going		Recommendations of COA already acted upon

	be derived from its disposal through sale or negotiation.	<p>Officer to regularly prepare and submit the RSMI duly supported with RIS to the Accountant, as basis for recording in the Supplies Ledger Cards and in the books of accounts;</p> <p>c) Require the Supply Officer to adopt the RSMI form prescribed by the GAM Volume II;</p> <p>d) Require the Accountant and Supply Officer to periodically reconcile their records, immediately verify any discrepancies noted, and consequently make the necessary adjustments.</p>							
2022-005 (2021)	Unserviceable properties totaling ₱1,335,745.00 which no longer qualify as assets were still carried in the books because disposal of said properties has not yet been undertaken by the University, contrary to Section 79 of P.D. 1445, thus the PPE accounts were overstated, and non-disposal thereof deprived the Agency of possible income that may be derived from its disposal through sale or negotiation.	<p>We recommend that Management direct the Disposal Committee and Supply Services of the Panganiban Campus to facilitate the immediate disposal of the unserviceable properties in accordance with Section 79 of PD 1445 and the rules and procedures provided in COA Circular 89-296 in order to prevent further deterioration and generate additional income from their disposal.</p> <p>We also recommend that Management require the Disposal Committee to submit</p>	Discuss with the Panganiban Campus Administrator and Supply Officer to initiate an immediate disposal proceedings of unserviceable properties of Panganiban Campus.	Supply Office	June 2022	Dec 31, 2022	On going	No interested bidders	<p>Conduct rebidding</p> <p>Disposal is already underway, request was already sent to COA. Hopefully before the year ends the disposal proceedings will be completed</p>

		the IIRUP to the Accountant upon completion of disposal activities, as basis for derecognition of the properties from the books of accounts and recognize any proceeds from sale of the PPE.							
2022-006 (2021)	Other Payables account amounting to P8,357,261.96 as of December 31, 2021 is unreliable due to misclassification of accounts totaling P2,577,373.29 and unaccounted/undocumented transactions in the amount of P678,988.59, contrary to Section 111 of P.D. 1445 and COA Circular No. 2020-001 dated January 8, 2020.	We recommend that Management require the Accountant to: <ul style="list-style-type: none"> <li>a. Review, account and reconcile the discrepancy of P678,988.59, and thereafter, make the necessary adjustments in the books of accounts;</li> <li>b. Prepare adjusting journal entry to reclassify the transactions which were erroneously recorded to Other Payables account; and</li> <li>c. Exercise due diligence in analyzing and recording of transactions, and strictly adhere to the Revised Chart of Accounts on the proper account classification.</li> </ul>	Instruct the Accountant to account and reconcile the discrepancy	Accounting	immediately		Fully implemented		Discrepancy already accounted and reconciled. Adjusting entries were already prepared.
2022-007 (2021)	Accumulated unexpended balances of fund transfers from various National Government Agencies in the total amount of P3,737,282.76 as of December 31, 2021 recorded under Due to NGAs account	We restate our previous year's recommendation that the Agency Head direct the Accountant to recognize all expenses pertaining to the implementation of the completed projects, and	Instruct staff in charge of special projects to coordinate with REPA and the project leaders to immediately prepare liquidation reports, as required by funding agencies so that unused balances can be refunded to	Accounting			Partially Implemented On going		Unused balances were already returned to funding agencies.  Adjusting entries already prepared



	<p>remained unliquidated and/or not returned to the Source Agencies despite completion of the programs/projects, contrary to Section 4.9 of COA Circular No. 94-013 dated December 13, 2014, thus, depriving the national government agencies of funds that could have been used for other priority projects and beneficial undertakings.</p>	<p>thereafter, cause the immediate return of the unused balances of fund transfers to its source agencies as required under Section 4.9 of COA Circular No. 94-013 dated December 13, 1994.</p> <p>Likewise, we recommend that the Accountant draw the necessary journal entry voucher to adjust the erroneous classification of funds received from the Land Bank of the Philippines</p>	<p>source agencies.</p> <p>Instruct the Accountant to prepare the necessary adjustments to reclassify items which are not part of the Due to NGAs account</p>						
2022-008 (2021)	<p>Receivables amounting to ₱219,128.57, representing balances of transferred funds for the implementation of Student Financial Assistance Program (StuFAP) were not collected within the prescribed period as required under CMO No. 04 s.2004 and CMO No. 13 s.2014 on the administration of StuFAP, resulting in unliquidated amount to the CHED. Further, the effectiveness of the program was not ensured due to lack of monitoring and non-assessment of the agency's performance in the implementation thereof.</p>	<p>We recommend that Management exert more efforts in collecting the receivables by sending demand letters to defaulting recipients and strictly enforce the applicable provisions of the CHED Circular and MOA, and in case of defiance, impose appropriate sanctions for the recipient's continued disregard of the rules and regulations on the settlement of the borrowed funds.</p>	<p>Coordinate with the Student Support Services and Alumni Offices, including the Panganiban Campus OSSS in tracing the whereabouts of students who are recipients of the Student Financial Assistance Program.</p>	Accounting OSSS Alumni	June 2022	Dec 2022	Partially Implemented On going	<p>Absence and deficiencies of pertinent documents – mostly lost and damaged by typhoons</p>	<p>Assistance of concerned offices sought.</p> <p>Started deducting from salaries of Panganiban Campus employees who acted as co makers.</p>
2022-009 (2021)	<p>Subscription of e-books, journals and other reading materials were erroneously recorded as outright expense in the books of accounts, contrary to the Revised Chart of Accounts of the Government Accounting Manual, Volume III, thereby</p>	<p>We recommend that Management instruct the Accountant to prepare the necessary adjusting journal entries to reflect the correct balances of the affected accounts, and henceforth, strictly comply with the Revised Chart of Accounts of</p>	<p>Remind accountant of proper recording and classification of transactions/accounts to ensure accuracy and reliability of financial statements</p>	Accounting	immediately				<p>Adjustments prepared, prepared asset recognized</p>

	resulting in the understatement of Prepaid Subscription account amounting to ₱1,021,166.66, representing the unexpired/unexpended portion thereof, and overstatement of Subscription Expense account by the same amount.	the GAM, Volume III, in recording financial transactions for fair presentation of accounts in the financial statements.						
2022-010 (2021)	PPE purchased out of the inter-agency transferred funds in the total amount of ₱4,336,429.15 were not recorded to the appropriate PPE accounts, contrary to Section 17, Chapter 10 of the Government Accounting Manual (GAM), Volume I, thereby resulting in the understatement of PPE accounts and Due to NGAs, both in the amount of ₱4,336,429.15, and further resulting in the non-recognition of the corresponding Depreciation Expenses and Accumulated Depreciation.	We recommend that Management:  1. Require the Accounting Unit to prepare the necessary adjusting entries to reclassify the procured equipment to its appropriate PPE accounts and to recognize the applicable depreciation expenses and accumulated depreciation to be computed from its acquisition date; and  2. Request the DOST V to issue pertinent documents that will be used to support the transfer of ownership of the subject PPE to the University, and thereby allowing the allocation of funds for its continuous maintenance.	Review the transactions identified in the COA AOM – to check whether proper recording of entries were made as prescribed under the GAM	Accounting	immediately			No adjustments made. Transactions were properly recorded
2022-011 (2021)	Copies of Contracts on eight infrastructure projects with total contract cost of ₱274,181,781.63 were not submitted to the Office of the Auditor within five working days after perfection thereof as	We recommend that the personnel in-charge of the implementation of the infrastructure projects and the Bids and Award Committee (BAC) comply with the following courses of action:	Remind the BAC to comply with the recommendations of COA particularly on the submission of deficient documents for audit verification, on time submission of perfected contracts for audit review.	BAC	Immediately		Fully Implemented	Fully complied with the recommendations of the Auditor

	<p>required under COA Circular No. 2009-001, with delays ranging from four to twenty-five days, and two contracts in the total amount of ₱60,705,153.60 were not yet submitted, thus prevented the Auditor from performing timely review and evaluation of the contracts. Also, deficiencies were noted on the submitted contract documents, thus, casting doubt on the propriety and validity of the transactions.</p>	<p>a. Submit to the Audit Team the lacking supporting documents enumerated above for audit and verification;</p> <p>b. Submit the perfected contracts within the prescribed period and supported with complete documents to facilitate technical and auditorial review thereof;</p> <p>c. Bill the contractor for the electricity and water consumptions during the construction period. Determine the amount by computing the average monthly consumption of the school prior to the construction to arrive at the amount that can be collected thereon; and</p> <p>d. The Bids and Awards Committee should exercise due care in the preparation of bidding documents for future infrastructure contracts, taking into consideration the deficiencies noted in this Audit Observations Memorandum to avoid the incurrence of the same audit observations.</p>	<p>Check whether contractors are billed for water and electricity consumption during the construction period</p>						<p>Contractors are properly billed for water/electricity consumptions. Billed amount is deducted from the final Payment for the project</p>
2022-012 (2021)	<p>Payment of honoraria to officials and employees of the University, out of tuition fees, in the total amount of ₱438,900.00 is irregular and</p>	<p>We recommend that payments of honoraria should not be taken from the Special Trust Fund. It should be charged against the amount</p>	<p>Verify the validity of the transactions mentioned in the COA observation</p>	Accounting	immediately		Fully implemented		<p>Transactions checked. Agency is complying with the guidelines/procedu</p>

	violated pertinent provisions of National Budget Circular (NBC) No. 2003-5, National Budget Circular No. 2007-510 and Commission on Audit Circular No. 2000-002.	appropriated for the purpose in the General Appropriations Act.  We recommend further that in the utilization of Special Trust Fund the accounting guidelines and procedures provided in COA Circular 2000-002 should be strictly followed.							res in the utilization of special trust fund
2022-013 (2021)	12 infrastructure projects implemented by the Agency totaling P258,890,145.45 were not completed within the contract duration stipulated in the Contract Agreements due to Management's inability to closely monitor project implementation and properly evaluate the contractors' performance prior to award of projects, contrary to Section 12 of Annex "E" of the 2016 RIRR of RA No. 9184 thereby, depriving the University of the immediate utilization of the structures for the intended purposes.	We recommend that the University President comply with the following courses of action:  a. Require the Project Engineers to monitor closely and supervise the project implementation in accordance with the plans, specifications and timelines, and institute appropriate penalties such as, but not limited to imposition of liquidated damages for delayed projects, rescission/termination of project and disqualification and/or blacklisting of contractor, where necessary, to protect the interest of the government;  b. For the BAC and Technical Working Group (TWG) to thoroughly conduct detailed engineering activities for future infrastructure projects and ensure that issues which may delay project implementation are resolved prior to the	Constantly remind the PMC and the PMO to closely monitor and supervise all the projects implemented by the agency to ensure that they are all completed in the stipulated contract date. Issue Site Inspection to concerned contractors if there are issues and concerns observed at the site  For the BAC, to be very cautious in the conduct of detailed engineering activities and in post qualifying contractors strictly adhering to the provisions of R.A. 9184 to make certain that incidence of delays in project implementation will no longer happen in future projects of the agency	PMC, PMO, BAC	immediately		Partially implemented	Factors beyond the control of the contractor such as bad weather condition, etc.  Travel restrictions because of the pandemic	PMC to regularly meet the contractor's engineers to discuss catch up plan if project is incurring delayed  PMC to regularly update the head of the agency on the status of all projects undertaken by the agency and give recommendations in case projects are behind schedules.

		<p>procurement and construction of the infrastructure projects; and</p> <p>c. Require the BAC to thoroughly and strictly undertake the post-qualification of Contractors in terms of manpower, equipment requirements and performances for on-going and completed government and private civil works contracts.</p>							
2022-014 (2021)	<p>Balance of the Taxes withheld from compensation of employees and from payments to contractors/suppliers as of December 31, 2021 does not equal with the amount remitted for taxes. Likewise, balances of the Due to BIR account reflected on the General Ledgers and Financial Statement as of December 31, 2021 was unreliable due to mis posting and differences on the balance forwarded, resulting to unreliable account balances.</p>	<p>We recommended that the SUC President require the Accountant to direct the accountant to conduct a detailed review of the transactions affecting taxes withheld and remitted to BIR and the balances of the Due to BIR account reflected on the General Ledgers and Financial Statement as of December 31, 2021 to ascertain the correctness of the balances.</p>	<p>Verify, review, examine, reconcile, study transactions and find out the reason/s why taxes withheld for the month are not fully remitted on the following month.</p> <p>Check and reconcile the discrepancy between the General Ledger and the Subsidiary Ledgers and prepare adjustments if necessary</p>	Accounting	immediately		Partially Implemented	Delayed submission of vouchers and payrolls by the cashing services	To remind the cashier office of the importance of on time submission of DVs and require them to submit to the accounting office all vouchers, documents daily.
2022-015 (2021)	<p>Liquidated damages due to late deliveries of various goods totaling P16,192,791.62 was not fully imposed to erring suppliers leaving an uncollected amount of P254,894.53, contrary to Section 3.1, Annex D of the 2016 (R-IRR) of Republic Act (R.A.) No. 9184, Government Procurement Policy Board</p>	<p>We recommend that Management:</p> <p>a. Strictly enforce the remedies available including the termination of the contract, imposition of liquidated damages and forfeiture of the performance security when the Supplier fails to satisfactorily deliver any or</p>	<p>Verify the transactions identified in the AOM and demand payment from suppliers if the computation of liquidation damage is erroneous.</p>	Accounting	immediately		On going		Already conferred with COA – checked whether no liquidated damages were imposed or correct LD was imposed/collected from suppliers.

	(GPPB) Resolution Nos. 07-2019 and 02-2020, thus, deprived the University of additional income that could be use in its operations.	<p>all of the goods within the period specified in the Contract;</p> <p>b. Stop the practice of practice of imposing only the maximum deduction of 10 per cent of the contract amount without considering the actual number of days delayed pursuant to the above cited regulation; and</p> <p>c. Demand payment from the concerned suppliers the amount of P254,894.53 pertaining to the uncollected amount of the liquidated damages for delayed deliveries of various goods.</p>						
2022-016 (2021)	The valuation, accuracy and existence of Property, Plant and Equipment (PPE) account amounting to P593,854,141.42 as of December 31, 2021 could not be ascertained due to unreconciled balance between the General Ledger (GL) and the Report on the Physical Count of Property, Plant and Equipment (RCPPE) by P24,602,132.65 contrary to certain provisions of Presidential Decree (PD) No. 1445 and Section 42, Chapter 10 of the Government Accounting Manual (GAM) for National Government Agencies (NGAs), Volume 1, thus, affecting the fair presentation of the PPE accounts in the	<p>We recommended that the Management direct the Accountant and the Supply Officer to:</p> <p>a. Investigate and verify the discrepancies noted and effect the necessary adjustments;</p> <p>b. Exert more efforts in reconciling those accounts with unreconciled variances particularly the Other Structures, Office Equipment, ICT Equipment, Agricultural and Forestry Equipment and Other Machinery Equipment;</p> <p>c. Periodically reconcile their records to ensure that accurate value of PPE accounts is reflected in the financial statements.</p>	<p>Request for overtime to conduct physical inventory of PPE in the main campus and Panganiban campus for cleansing of PPE account as per COA Circular 2020-006</p> <p>Constant coordination between the accounting and supply offices to assure proper recording and classification of PPE</p>	Accounting Supply office	June 2022	Dec 31, 2022	On going	<p>Supply and accounting already conducted physical inventory of all PPE in all colleges and units of the university.</p> <p>Ongoing reconciliation of records for dropping of PPE in the accounting books and supply ledgers</p>

financial statements at year-end										
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Agency sign-off:

Patrick Alain T. Azanza  
SUC President III

Date:

Note: Status of Implementation may either be (a) Fully Implemented, (b) Ongoing, (c) Not implemented, (d) Partially Implemented, or (e) delayed