

Philippine Carabao Center
Science City of Muñoz, Nueva Ecija

**AGENCY ACTION PLAN and
STATUS of IMPLEMENTATION**
Audit Observations and Recommendations
For the Calendar Year 2019
As of June 30, 2020

| Ref. | Audit Observations | Audit Recommendations | Agency Action Plan | | | | Status of Implementation | Reason for Partial/Delay/N on-Implementation, if applicable | Action Taken/Action to be Taken |
|-------|---|--|--|--|----------------------------|-----------|--|---|---------------------------------|
| | | | Action Plan | Person/Dept Responsible | Target Implementation Date | | | | |
| | | | | | From | To | | | |
| No. 1 | The accuracy and reliability of the Property, Plant and Equipment (PPE) account balances totaling ₱1,084,219,974.12 as of December 31, 2019 remained doubtful due to (a) non-reclassification of unserviceable properties from Other Assets account to their proper PPE accounts and the non-disposal thereof; (b) error in the recognition of procured properties; and (c) non-reconciliation of Accounting and Property records inconsistent with pertinent applicable laws, rules and regulations. | We recommended that the Executive Director instruct the (a) Accountant of PCC NHGP and PCC at CMU to (i) reclassify the unserviceable property to their proper PPE account; and (ii) prepare the necessary adjusting entries, including allowance for impairment, as warranted; (b) Accountant of the PCC NHGP to recognize as PPE the cost of procured equipment; (c) Property Officer of the PCC NHGP to prepare and submit to the Audit Team IIRUP in the format prescribed by the GAM for NGAs, with complete details such as appraised value and mode of disposal; (d) OIC – Chief Accountant /Bookkeeper | The concerned personnel will review the noted issues regarding PPE and prepare the necessary adjusting entries. Property Office and Disposal Committee of PCC NHGP will assist the centers to prepare IIRUP in the format prescribed by the GAM for NGAs and undertake appropriate disposal proceedings in accordance with regulations. All other recommendations will be implemented within the year. | Accountants, Property Officers and Disposal Committees of NHGP and identified regional centers | June 2020 | Dec. 2020 | a.(i) Fully Implemented a.(ii) On-going b. On-going c. On-going d. Fully Implemented | | |

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| | | and the Property Unit of PCC at UPLB to reconcile their respective records; and (e) Disposal Committee of the PCC NHGP to undertake appropriate disposal proceedings in accordance with regulations; and (f) Center Director of the PCC at CMU to create Disposal Committee and initiate the disposal of the unserviceable properties. | | | | | e. Partially Implemented f. Partially Implemented | | |
| No. 2 | The reported balances of the cash and cash equivalent account were not fairly presented due to (a) non-reversion by the PCC at Central Mindanao University (PCC at CMU) and PCC at Visayas State University (PCC at VSU) of unreleased checks and stale checks to the cash account at year-end; and (b) non-preparation of Bank Reconciliation Statements (BRSs) by PCC at UPLB. | We recommended that the Executive Director (a) instruct the Accounting Office of the respective PC Centers to (i) comply with the existing regulations requiring the restoration of the unreleased checks at year end; and (ii) submit to the AT the corresponding JEV for the adjustment as supporting document to the FS; and (b) direct the OIC-Director of the PCC at UPLB to (i) advise the OIC – Accountant to delegate the preparation of BRS to the Bookkeeper; and (ii) strictly observe the provision on the | The Accountant of NHGP will coordinate to the Accounting Office of respective PC Centers regarding compliance with the existing regulations of cash management. Likewise, bookkeeper of PCC at UPLB was instructed to update and submit monthly BRS to their Audit Team. | Accountants and Bookkeepers of identified regional centers | June 2020 | Dec. 2020 | a.(i) On-going a.(ii) On-going b. (i) Fully Implemented b. (ii) Partially Implemented | | |

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| | | preparation and submission of monthly BRS. | | | | | | | |
| No. 3 | The Agency's non-compliance with the provisions of the GAM for NGAs and related provision in the Dispersal Agreement between the PCC and the farmer-recipients resulted in the understatement and overstatement of affected accounts by ₱9,992,650.00 rendering doubt on the accuracy of the Biological Assets account balance. | We recommended that the Executive Director instruct the (a) Accounting and Property Units of PCC NHGP to recognize the dispersal of animals in their respective records; and draw the necessary adjustments in their books, as warranted; (b) Accountant of the PCC at LCSF to prepare the necessary adjusting entries to restore the breeding stocks in their books and ensure strict compliance with the related provisions under the GAM; (c) Accountant of the PCC at UPLB to prepare adjusting entries to derecognize the sold and culled carabaos, concurrently with the removal of the same from the inventory records of the Property/Supply, and (d) Property and Supply Officer of PCC at VSU to submit to the Accounting Office the requisite documents supporting the death of 31 carabaos, who will make the | The Accounting and Property Office of PCC NHGP and identified PC centers will ensure the conduct of regular reconciliation of Biological Assets account. The team will institute measures to comply with the recognition and derecognition principle of animals in their respective records. | Accountants, and Property Officers of PCC NHGP and identified regional centers | June 2020 | Dec. 2020 | a. On-going b. On-going c. Partially Implemented d. On-going | | |

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| | | <p>correcting entries for the derecognition thereof debiting Due from Officers and Employees, pending the outcome of request for relief from property accountability by the accountable officers concerned.</p> <p>We also recommended that the Executive Director cause the filing of the necessary request for relief from accountability to the COA by the accountable officers concerned on the 31 dead carabaos.</p> | | | | | On-going | | |
| No. 4 | The accuracy and valuation of the reported balances of Inventory accounts amounting to ₱18,775,373.82 could not be relied upon due to the failure to a) comply with the use of Perpetual Inventory Method in the recording of some inventories; (b) verify and reconcile the balances of Inventory accounts between the Property and Accounting records; and (c) recognize in the books of PCC at LCSF the milk produce of breeding stocks | We recommended the Executive Director to instruct the (a) Accounting Unit to (i) observe the required Perpetual Inventory Method in the recording of inventories at all times; and (ii) classify the purchases of supplies and materials to their appropriate Inventory accounts; (b) Property and Accounting Units of PCC NHGP to conduct periodic reconciliation of records to ensure completeness and accuracy of Inventory | The Accounting Unit will institute measure to fully implement the Perpetual Inventory Method. Likewise, Property and Accounting Units of PCC NHGP will conduct periodic reconciliation of records to ensure completeness and accuracy of all Inventory accounts balances. Moreover, bookkeeper of PCC at LCSF will prepare necessary | Accountants of PCC NHGP and PCC at LCSF | June 2020 | Dec. 2020 | <p>a.(i) Partially Implemented</p> <p>a.(ii) Partially Implemented</p> <p>b. Partially Implemented</p> | | |

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| | and its consumption contrary to pertinent provisions of the GAM for NGAs and the Government Accounting and Auditing Manual (GAAM), thus affecting the fair presentation of the accounts in the financial statements. | accounts balances; and (c) Accountant of PCC at LCSF to recognize the milk produce of breeding stocks as well as its consumption for proper accounting thereof. | adjusting entries to recognize the milk production and utilization of breeding stocks. | | | | c. On-going | | |
| No. 5 | Funds totaling ₱2,134,670.61 forming part of Due from NGAs account of PCC NHGP remained unliquidated despite completion of the project duration in violation of the provisions under Section 63 (f) to (h), Chapter 6, Volume I of GAM for NGAs. | We recommended the Executive Director to instruct the Accountant of PCC NHGP 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 on fund transfers to prevent accumulation of long outstanding fund transfers; and (c) continue to issue demand letters on a regular basis to other concerned IAs to remind them of their obligations to liquidate the funds transferred to them. | The Accountant will strengthen the monitoring controls on fund transfers. Likewise, continuous coordination with the counterpart accounting unit of the concerned IAs will be done for immediate submission of liquidation reports and/or refund of unexpended balance. | Accountant of PCC NHGP | June 2020 | Dec. 2020 | a. Fully Implemented b. Fully Implemented c. Partially Implemented | The remaining balance of the account will be fully closed until Dec. 2020 Of the noted balance of 2.1M, 28.5% or P608,900.00 have been recorded as liquidation as of June 30, 2020. | |

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| No. 6 | The accuracy and reliability of the Financial Liabilities accounts totaling ₱28,902,081.77 as of December 31, 2019 remained doubtful due to (a) non-reversion of long outstanding payables; (b) non-submission of valid supporting documents for the accounts payable being recognized at year-end; and (c) recognition of payables despite the absence of valid claim; (d) recognition of undelivered procurement as payables ; and (e) employer's shares for Government Services Insurance System (GSIS), Pag-IBIG, and Philippine Health Insurance Corporation (PhilHealth) recorded under Accounts Payable instead of in their respective Inter-Agency Payables account. | We recommended that the Executive Director instruct the Accountant concerned to (a) review and analyze all recorded payables aged two years or more, and those without valid claims and make the necessary reversions, if warranted; (b) submit documents to the Audit Team for accounts payable being booked at year end for verification; (c) reclassify Inter-Agency Payables erroneously recorded as Accounts Payables, and (d) henceforth, ensure that all adjusting/correcting entries for Accounts Payable and other related accounts are properly supported with required/necessary documents. | The concerned personnel will review and analyze all recorded payables, prepare the necessary adjusting entries and ensure that all entries are properly supported with required/necessary documents. | Accountants and Bookkeepers of identified regional centers | June 2020 | Dec. 2020 | a. On-going b. On-going c. Fully Implemented d. Partially Implemented | | |

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| No. 7 | The commitment of Management and its stakeholders towards better animal husbandry practices has not gained significant traction as mortality rate of buffaloes under the institutional herd of PCC NHGP remained constant as manifested in the death in 2019 of 39 heads of imported and island-born buffaloes from various diseases generally considered as preventable and treatable, resulting in agency losses of ₱688,374.50. | We recommended that the Executive Director instruct the concerned personnel at the National Impact Zone, Research for Development Division and Administrative and Financial Management Division to (a) continuously implement specific solutions so that animal welfare will be optimized and mortalities will be minimized; (b) conduct thorough review of animal care to identify areas that need improvement; (c) assign additional night-duty personnel, if possible, at the Gene Pool to check on the condition of every animal; and (d) implement economically sound medical treatment for animals exhibiting poor health condition so as not to lay waste of government funds. | The concerned personnel will continuously implement specific solutions so that animal welfare will be optimized and mortalities will be minimized. Likewise, additional preventive measures are still employed to prevent mortality such as but not limited to regular vaccination and deworming, supplementation and sample collection for laboratory test for disease surveillance, and ventilation was added in the calf barn to promote fast air exchange inside the animal house. | Research for Development Division and Financial Management Division | June 2020 | onwards | a. Fully Implemented b. Fully Implemented c. Fully Implemented d. Fully Implemented | | |
| No. 8 | The Individual Animal Records (IAR) of 11 loaned buffaloes of the Philippine Carabao Center – Central Luzon State University (PCC at CLSU) with total fair market value of ₱492,375.00 were not properly maintained, inconsistent with the provisions | We recommended that the Executive Director instruct the Property Officer, Bull Loan Coordinator, Bull Handlers and Artificial Insemination (AI) Technicians to (a) continuously conduct trainings and information dissemination to | The concerned personnel will continuously conduct trainings and information dissemination to cooperatives and farmer-trustees relative to proper recording system and maintenance of | Property Officer, Bull Loan and CBED Coordinator of PCC at CLSU | June 2020 | Dec. 2020 | a. Fully Implemented | | |

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| | under Article 2 of the Modified Dispersal "Paiwi" Contract, thus may hinder the proper evaluation of the actual condition of the animal. | cooperatives and farmer-trustees relative to proper recording system; and (b) enjoin regular coordination between the PCC and the Cooperative and its farmer-trustees to maintain an updated and complete information on the Individual Animal Record of every loaned animal. | updated and complete information on the Individual Animal Record. | | | | b. Partially Implemented | | |
| No. 9 | Cash basis of accounting for sales of dairy products was adopted, hence prior years' sales made on account totaling ₱853,820.50 were not recognized as Receivables and Revenues. Also, collections of prior periods' receivables totaling ₱481,701.00 were only recognized as Revenue during the current period contrary to the principle of accrual basis of accounting as required under International Public Sector Accounting Standard (IPSAS) 1, thereby affecting the fair presentation of affected accounts in the financial statements. | We recommended that the Executive Director instruct the Accountant and Bookkeeper of PCC at CLSU to (a) adhere to the policy of accrual basis of accounting in the recognition of sales and collection of accounts; (b) prepare and maintain Schedule of Other Receivables every end of each reporting period; (c) send demand letters to debtors to remind them of their obligation to settle outstanding balance(s); (d) coordinate with concerned Center Officials to institute a Credit Policy that will set specific guidelines relative to extending credit to customers; and (e) draw the | The concerned personnel were instructed to adhere the policy of accrual basis of accounting in the recognition of sales and collection of accounts. Likewise, we will institute a Credit Policy that will set specific guidelines relative to extending credit to customers. | Accountant and Bookkeeper of PCC at CLSU | June 2020 | Dec. 2020 | a. On-going b. On-going c. Partially Implemented d. On-going e. On-going | | |

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| | | necessary adjustments in the books, as warranted. | | | | | | | |
| No. 10 | Unfamiliarity of the petty cash fund custodians (PCFCs) on the purpose, and the proper use of the Petty Cash Fund (PCF) resulted in its improper handling manifested in various deficiencies which were inconsistent with pertinent provisions in the GAM for NGAs. | We recommended that the Executive Director (a) instruct the PCFC to (i) familiarize themselves on the purpose and the proper use of PCF; (ii) desist from paying regular and recurring expenses out of the PCF; (iii) ensure complete documentation for the claim/s; and (b) establish policies concerning the use of PCF. | The Accounting Unit will conduct information campaign to petty cash fund custodians on the purpose and proper use of the Petty Cash Fund and the complete documentation needed for each claim/s. | PCF Custodians | June 2020 | Dec 2020 | a.(i) Fully Implemented a.(ii) Partially Implemented a.(iii) Fully Implemented b. Partially Implemented | | |
| No. 11 | PCC NGHP has substantially complied with the pertinent provisions of the laws, rules and regulations on GAD pertaining to planning and implementation of PPAs and reporting, which translated to the efficient delivery of benefits to the identified sectors of the community despite utilizing only ₱24,173,076.80 or 3.71% of the total Agency budget of ₱651,981,000.00. However, PCC at VSU failed to prepare the Gender and Development | We (a) commended PCC NHGP Management for its effective planning and implementation of the Gender and Development programs, projects and activities; and (b) recommended that Management (i) continue to adhere to the requirements of the laws, rules and regulations relative to GAD, and (ii) in future projects attributable to GAD, exert more effort to promptly comply with the | The GAD Focal Point System will 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 2020 | Dec 2020 | a. Fully Implemented b.(i) Fully implemented b.(ii) Fully implemented | | |

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| | 2019 was not in accordance with Item 9.2 of Department of Budget and Management (DBM) and Department of Science and Technology (DOST) Joint Circular No. 1, s. 2013 dated July 3, 2013 (DBM-DOST JC), resulting in excess payments amounting to ₱105,455.90. | the personnel concerned refund the overpayment of hazard allowance upon receipt of Notice of Disallowance from the Audit Team assigned at PCC at LCSF; and (b) Accountant of the PCC at LCSF to ensure compliance with the provisions under DBM-DOST JC No. 1, s. 2013 dated July 3, 2013 on the grant of hazard allowance to its S & T personnel. | with the provisions under DBM-DOST JC No. 1, s. 2013 dated July 3, 2013 on the grant of hazard allowance to its S & T personnel. | | | | b. Fully Implemented | | |
| No. 13 | Several non-compliant practices and deficiencies in the operation of different Centers of PCC were noted in CY 2019 contrary to various laws, rules and regulations. | We recommended that the Executive Director instruct the (a) PC Centers concerned that (i) proper accounting principles be consistently adhered to; and (ii) regularly coordinate with the Central Office with regard to possible items that would need accrual as of year-end in order not to overstate the subsequent year's financial statements; (b) the Bookkeeper of the PCC at CMU to prepare SL and the AO to submit the supporting documents to the bookkeeper; (c) immediately apply for an increase of fidelity bond commensurate to the | The Accountant of PCC NHGP will assist the bookkeepers of identified regional centers to consistently adhere to accounting principles, prepare the necessary adjusting entries and ensure that all entries are properly supported with required/necessary documents. | Accountants and Bookkeepers of identified regional centers | June 2020 | Dec. 2020 | a.(i) Partially Implemented a.(ii) On-going b. On-going c. Fully Implemented | | |

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| | | present cash accountability; (d) provide a separate space/cubicle/partition as accountable officer's office that is appropriately enclosed to allow only authorized personnel to have access to the office inasmuch as the cash and properties are highly vulnerable to risk of loss thru theft; (e) secure immediately a safety vault where all collections, accountable forms and other accountabilities are to be stored and likewise, adopt other necessary/adequate measures to fully safeguard government funds; (f) maintain Cash Disbursement Record to facilitate monitoring of the cash advance transactions and to reflect the actual cash balance as of a given period; and (g) replenish expenses as soon as disbursements reach at least 75% or as needed so as not to resort to out-of-pocket expenses. | | | | | d. On-going e. On-going f. Partially Implemented g. Partially Implemented | | |
| No. 14 | Remittance of taxes of ₱27,730,563.02 withheld from the payments of goods and | We recommended that the Executive Director instruct the (a) Accountants/Bookkeepers | The concerned personnel were reminded to continuously adhere to | Accountants/Bookkeepers of the Centers | June 2020 | onwards | | | |

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| | services to suppliers/contractors, and compensation/honoraria to employees was effected in CY 2019 in consonance with the provisions under BIR Revenue Regulations Nos. 2-98, 10-2008, and 1-2013 dated April 17, 1998, July 8, 2008, and January 23, 2013, respectively, thereby, contributing to financing various public services of the government. However, under remittance was observed on the consolidated schedule of taxes withheld and the corresponding remittances. | of the Centers (i) to continuously adhere to the revenue regulations on the withholding and timely remittance of taxes to the BIR; (ii) to keep the recording in the RCI and eNGAS updated to ensure full remittance of taxes withheld; and (b) Bookkeeper of the PCC at USM to comply with the Revenue Regulations. | the compliance of remittance of taxes withheld within the prescribed timelines as required by BIR. Moreover, bookkeepers were instructed to keep the recording updated to ensure full remittance of taxes withheld. | | | | a.(i.) Fully Implemented a.(ii.) Partially Implemented b. Fully Implemented | | |
| No. 15 | The PCC NHGP complied with RA No. 8291, the Government Service Insurance System Law on the withholding of GSIS monthly premiums/contributions for retirement and life insurance policies (RLIP) from employees' compensation and in the remittance thereof together with the government share and loan amortization within the prescribed period, thus, allowing ready access of | We recommended that the Executive Director instruct the Accounting Unit of all PC Centers to continue to be compliant with the deduction of GSIS premium contributions and the remittance thereof including the government share within the prescribed period. | The management reminded the concerned personnel to continue to be compliant with the deduction of GSIS premium contributions and the remittance thereof including the government share within the prescribed period. | Acctg Section and concerned staffs of PC Centers | June 2020 | onwards | Fully Implemented | | |

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| | members to benefits and privileges provided by the System. | | | | | | | | |
| No. 16 | The contributions and other amount due to Pagtutulungan sa kinabukasan: Ikaw, Bangko, Industriya at Gobyerno (Pag-IBIG) deducted from the compensation of employees together with the government share thereto were fully remitted to the Pag-IBIG within the prescribed period pursuant to Implementing Rules and Regulations of Republic Act No. 9679, otherwise known as the Home Development Mutual Fund (HDMF) Law of 2009, thus, assuring members of unhampered benefits and privileges therefrom. | We recommended that the Executive Director instruct the Accounting Unit of all PC Centers to continually adhere to the timely remittance thereof including the government share within the prescribed period. We also recommended that the whole amount of withheld contributions be remitted intact. | The concerned personnel were reminded for continuous compliance with the HDMF Law on the withholding and remittance of employees and government share to the HDMF. | Acctg Section and concerned staffs of PC Centers | June 2020 | onwards | a. Fully Implemented b. Fully Implemented | | |

By:


ARNEL N. DEL BARRIO
 Executive Director

Date: July 20, 2020