MUNICIPALITY OF PAMPLONA
Province of Negros Oriental

AGENCY ACTION PLAN AND STATUS OF IMPLEMENTATION
Audit Observations and Recommendations
For the Calendar Year 2024

Ref.	Audit Observation	Audit Recommendation	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/ Non-Implementation, if applicable	Action Taken/Action to be taken
			Action Plan	Person/Dept. Responsible	Target Implementation Date				
					From	To			
AAR 2024	1. The Local Government Unit (LGU) did not take advantage of the guidelines and procedures of COA Circular No. 2020-006 dated January 31, 2020 on the one-time cleansing of Property, Plant and Equipment (PPE), thus affecting the fairness of presentation of the financial position in the financial statements and depriving the government of reliable and useful information in decision-making and accountability for these assets.	We recommended and Management agreed to adhere to the guidelines and procedures provided in COA Circular No. 2020-006 dated January 31, 2020, for the one-time cleansing of PPE account balances to ensure reliable PPE balances that are verifiable as to existence, condition, and accountability as follows: a. Create an Inventory Committee; b. Stricly follow the guidelines and procedures for conducting the physical count of PPE, recognizing PPE items found at the station, and addressing the disposition of non-existent/missing PPE items. Additionally, require the Accountant and Property Officer to reconcile their records based on the results of the actual physical inventory and make any necessary adjustments;	Create and inventory committee. Conduct physical inventory and follow the guidelines and procedures of COA Circular No. 2020-006 dated January 31, 2020 on the one time cleansing of Property, Plant and Equipment.	Municipal Mayor Inventory Committee Municipal Accountant	July	December	On going		Physical inventory count is on going

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		c. Adopt a uniform numbering system for property numbers of PPE and require the Property Unit to update the property stickers in accordance with the prescribed format, including the required information under Sections 5.6 and 5.7 of the Circular; d. Submit the approved PIP to the COA Audit Team within the prescribed period; e. Conduct the necessary preliminary activities before taking inventory; f. Record the physical count daily using the standard ICF prescribed in Annex A of the COA Circular; and g. Undertake collaborative procedures to ensure that all PPE in the RPCPPE are accurately recorded in their respective records and that the Property Cards (PCs) maintained by the Property Unit and the PPELCs (PPE Ledger Cards) maintained by the Accounting Unit are reconciled.			January	December			

AAR 2024	2. Items of PPE with a total cost of ₱106,188,435.86 were not provided with depreciation, contrary to Paragraph 26 of the International Public Sector Accounting Standard (IPSAS) 45, hence, the municipality's asset and equity accounts were overstated by the amount of depreciation that should have been applied to these assets.	We recommended and the Municipal Accountant agreed to: a. Update and maintain complete and accurate PPE Ledger Cards for all PPE. These records should include the acquisition date, cost, estimated useful life, and any subsequent changes affecting depreciation to properly monitor and account for asset transactions; b. Conduct a comprehensive review of all PPE items to identify assets that have not been depreciated and ensure that depreciation is systematically applied in accordance with IPSAS 45, specifically Paragraphs 26 and 41. This includes recognizing depreciation for each significant component of an asset, where applicable; and	Require the Municipal Accountant to update and maintain PPE Ledger Card and facilitate the provision of depreciation at year end.	Municipal Accountant	January	December	On going		

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AAR 2024	4. Subsidies from the National Government, in the form of fund transfers totaling ₱50,286,760.00, along with associated expenses, were not recorded in the books of accounts, which is inconsistent with paragraphs 12, 23, 48 and 49 of International Public Sector Accounting Standard (IPSAS) 23, resulting in an understatement of both the net financial subsidy and current operating expenses by the same amount.	We recommended and the Municipal Accountant agreed to: a. Recognize all subsidies from the National Government as revenue in the books of accounts upon satisfaction of any conditions attached to the funds, in accordance with Paragraphs 12, 48, and 49 of IPSAS 23; b. Record the corresponding expenses when the funds are utilized, as required by Paragraph 13, to reflect the true cost of delivering services funded by these subsidies; and c. Avoid offsetting liabilities (Due to NGAs) directly against disbursements without recognizing the related revenue and expenses.	Require the Municipal Accountant to properly taken up in the books of accounts all subsidies received from the National Government and its corresponding expenses.	Municipal Accountant	January	December	On going		

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		c. Compute the appropriate depreciation expense for the previously omitted PPE items and recognize the corresponding accumulated depreciation to correct the misstatement. The necessary adjusting journal entries should be prepared and recorded to reflect the accurate net book value of the affected assets and to eliminate the overstatement in both the asset and equity accounts.							
	3. Cash receipts for fund transfers from the National Government, amounting to ₱65,332,120.00, were not reported in the Statement of Cash Flows. Instead, these amounts were deducted from the payments to suppliers, which is inconsistent with Paragraphs 18, 19, and 22 of International Public Sector Accounting Standard (IPSAS) 2, leading to inaccurate and unreliable representations of cash inflows and outflows under the Municipality's operating activities.	We recommended and the Municipal Accountant agreed to ensure that all cash receipts from fund transfers by the National Government are properly recorded under operating activities in the Statement of Cash Flows and should not be offset against payments to suppliers in accordance with Paragraphs 18, 19, and 22 of IPSAS 2.	Require the Municipal Accountant to observe the proper recording of fund transfer from National Government in the Statement of Cash Flows.	Municipal Accountant	July	December	On going		

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AAR 2024	5. Transfer of cash for the unexpended balances of the LDRRMF- Quick Response Fund (QRF) and the Maintenance and Other Operating Expenses (MOOE) of the Mitigation Fund (MF) from CYs 2020 to 2024 totaling ₱17,559,915.03 had not been completed as of December 31, 2024, contrary to Item No. 5.1.10 of COA Circular No. 2012-02 dated September 12, 2012, resulting in a negative balance of ₱1,163,479.09 in the Cash in Bank account in the Subsidiary Ledger (SL) of the Trust Fund (TF) books.	We recommended and the Municipal Accountant agreed to coordinate with the Municipal Treasurer and provide the necessary records of unexpended balances of LDRRMF-QRF and MOOE of MF for CYs 2020 to 2024, to facilitate the transfer of cash totaling ₱17,559,915.03 from the General Fund to the Special Trust Fund (STF) account, in accordance with Item 5.1.10 of the said Circular. We further recommended and the Municipal Accountant agreed to prepare and record the appropriate journal entries to reflect the actual transfer of funds and to correct the existing negative balance in the Cash in Bank – LCCA account under the Trust Fund books.	Direct the Municipal Accountant to prepare the necessary documents for the transfer of the unexpended balances of the LDRRMF-QRF and Maintenance and Other Operating Expenses of the Mitigation Fund from CYs 2020 to 2024.	Municipal Accountant	January	December	Fully implemented		

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AAR 2024	6. Completed infrastructure projects totaling ₱12,111,182.21 were not reclassified from the Construction in Progress (CIP) account to the appropriate Property, Plant, and Equipment (PPE) accounts upon completion, contrary to Section 50 of the New Government Accounting System (NGAS) Manual for LGUs, Volume I, thereby omitting the recognition of depreciation and misstating the balances of affected accounts in the financial statements.	We recommended and the Municipal Accountant agreed to reconcile and update the Schedule of CIP by identifying completed projects that remain recorded under CIP, particularly those that have been certified as completed by the Municipal Engineer but are not yet transferred to the appropriate PPE accounts. We further recommended and the Municipal Engineer and Municipal Accountant agreed to assign personnel to verify the items included in the CIP account that already have Certificates of Completion and to make the necessary adjustments for reclassifying these projects into their appropriate PPE accounts while recognizing the corresponding depreciation and accumulated depreciation for each completed project.	Require the Municipal Accountant to update the Schedule of CIP accounts and transfer the completed projects to its appropriate PPE Accounts.	Municipal Accountant Municipal Engineer	July	December	On going		

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AAR 2024	7. The Real Property Tax (RPT) and Special Education Tax (SET) Receivables were not established at the beginning of the year, contrary to Sections 19(b), 20 and 83 of the New Government Accounting System (NGAS) Manual for Local Government Units (LGUs), Volume I, thus, understating the RPT and SET Receivables by ₱4,940,371.90.	We recommended and the Municipal Treasurer agreed to provide the Municipal Accountant with a copy of the RPT records for CY 2024 and previous years to establish the beginning balance for CY 2025. We further recommended and it was agreed that, henceforth, the Municipal Treasurer provide the Municipal Accountant at the beginning of each year with a certified list of taxpayers with their amounts due and collectible for the current year, to serve as her basis for recording the RPT and SET Receivables in compliance with Sections 19(b), 20, and 84 of the NGAS Manual for LGUs, Volume I.	Require the Municipal Treasurer to submit copies of the certified list of taxpayers for the latter to establish RPT receivables at the beginning of the year.	Municipal Treasurer Municipal Accountant	January	December	Fully implemented		

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AAR 2024	8. Biological Assets totaling ₱2,196,314.50 as of December 31, 2024, were not reported at fair value less costs to sell, which is inconsistent with Paragraph 17 of International Public Sector Accounting Standards (IPSAS) 27, rendering the reported amount in the financial statements unreliable.	We recommended and the Municipal Agriculturist agreed to provide the Municipal Accountant with an inventory of biological assets, along with the prevailing market price for each item as of the reporting date and details regarding the prevailing cost to sell these biological assets.	Require the Municipal Agriculturist to provide the inventory of biological asset with prevailing market price less cost to sell of each item and submit to the Municipal Accountant	Municipal Agriculturist Municipal Accountant	January	December	Not implemented		
	9. The Municipal Accountant did not prepare Journal Entry Vouchers (JEV) for book reconciling items in the Bank Reconciliation Statements (BRS) totaling ₱1,792,371.24, contrary to Item 3.3 of COA Circular No. 96-011 dated October 2, 1996, resulting in an understatement of both the Cash in Bank and Liability accounts by the same amount.	We recommended and the Municipal Accountant agreed to prepare JEVs for valid reconciling items that require adjustment and correction in the GL, in accordance with COA Circular No. 96-011 dated October 2, 1996. We further recommended and the Municipal Accountant agreed to follow the check disbursement process prescribed in Section 44 of the NGAS Manual for LGUs, Volume I, to ensure that the JEVs are prepared and recorded based on the RCI together with the DVs and supporting documents received from the Municipal Treasurer's Office.	Require the Municipal Accountant to follow the check disbursement process and	Municipal Accountant	January	December	On going		

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AAR 2024	10. The Municipality did not implement the procedures prescribed under COA Circular No. 2023-008 dated August 17, 2023, for the proper disposition and cleansing of dormant accounts totaling ₱860,048.41, resulting in the continued recognition of long-standing, undocumented balances in the financial records and impairing the fair and faithful presentation of the Municipality's financial statements.	We recommended and the Local Chief Executive agreed to direct the Municipal Accountant to: a. Review and analyze all dormant accounts to determine their validity and secure/gather all available documents related to these accounts; b. If a complete review and analysis cannot be performed due to missing documents and records, she shall then prepare a list of available records pertaining to the dormant account, indicate the extent of validation conducted, and attach all documents to the list. A detailed list of all lost documents or records must be included; and c. Prepare and submit a detailed report to the Head of Agency recommending an investigation to determine the cause/s of the missing documents and identify the official/s and employee/s responsible for the loss.	Require the Municipal Accountant to conduct review and analysis of all dormant accounts and facilitate the proper disposition and cleansing of dormant accounts by following the procedures prescribed under COA Circular No. 2023-008 dated August 17, 2023	Municipal Accountant	January	December	On going		

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		We further recommended and it was agreed that if the investigation results warrant request for authority to write-off from the Commission, the Head of the Accounting Unit, through the HoA, should file with or through the ATL and/or SA, depending on the jurisdictional amount, a request for the approval of COA to write-off or derecognize the dormant accounts from the books. The request shall be supported by the documents listed in Annex 8 of the Circular.							
AAR 2024	11. Interest Payable and Interest Expense totaling ₱119,443.29, which accrued on the Municipality's domestic loan were not recognized at year-end, contrary to Section 4.a, Chapter 2 of the New Government Accounting System (NGAS) Manual for Local Government Units (LGUs), Volume I, thereby affecting the accurate presentation of the accounts in the financial statements.	We recommended and the Municipal Accountant agreed to prepare the necessary adjusting entry to correct the omission of the accrued interest not recorded at year-end, amounting to ₱119,443.29, in accordance with Section 4.a of the NGAS Manual for LGUs, Vol. 1.	Require the Municipal Accountant to prepare adjusting journal entry to correct the unrecorded interest in CY 2024.	Municipal Accountant	January	December	Fully implemented		

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AAR 2024	12. The Municipal Accountant was unable to submit the year-end financial statements (FS) of the Municipality for CY 2024 within the prescribed period, contrary to Section 41(2) of PD No. 1445 and Section 4.1 of COA Circular No. 2010-01 dated March 2, 2010, thus preventing municipal officials concerned from utilizing timely financial information, which is essential for making informed decisions.	We recommended and the Department Heads of the Municipality agreed to improve their processes for monitoring financial transactions, ensuring that documents are submitted promptly to the Municipal Accountant for the preparation and submission of the Financial Statements.	Require all the Department head through an executive order to submit promptly the financial documents at year end in order for the Budget Office and Accounting Office to prepare their respective reports on time.	Budget Officer Municipal Accountant All Department heads	January	February	On going		
AAR 2024	13. The Municipality did not adhere to the procedures outlined in Section 254 of Republic Act (R.A) No. 7160, resulting in a low collection of delinquent real property taxes (RPT), which amounted to ₱57,161,601.79 as of December 31, 2024. Consequently, the Municipality is at risk of losing potential revenue that could be used to finance development projects, programs, and activities (PPAs).	We recommended and the Municipal Treasurer and Municipal Assessor agreed to conduct tax mapping to cleanse their records of real properties and post the Notice of Delinquency in the Payment of RPT pursuant to Section 254 of R.A 7160. We further recommended and it was agreed that, after the Notice of Delinquency in the Payment of RPT is posted, Management avail itself of the remedies provided under R.A. No. 7160 to collect delinquent taxes	Require the Municipal Treasurer to post Notice of Delinquency in the payment of Real Property Taxes. Require the Municipal Assessor to conduct tax mapping.	Municipal Assessor Municipal Assessor	January	February	Partially implemented		The municipal Assessor has conducted tax mapping of undeclared properties. Notice of Tax Deliquency already posted at the barangays.

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AAR 2024	14. The implementation of the Tulong Panghanapbuhay sa Ating Disadvantage Workers (TUPAD) Program did not comply with Department of Labor and Employment (DOLE) Department Order (DO) No. 239, Series of 2023, due to various deficiencies noted. As a result, the propriety and validity of payments to TUPAD workers, totaling ₱1,787,760.00, could not be ascertained. a. Of the 382 TUPAD beneficiaries, only 11 were able to submit valid government-issued identification cards. Furthermore, the application requirements outlined in Section 11 of DOLE Department Order No. 239, Series of 2023, were not met.	We recommended and Management agreed to: a. Submit the valid government-issued IDs of the remaining 371 TUPAD beneficiaries to establish the identity and eligibility of those who received program benefits; b. Submit the complete Profile of Tupad Beneficiaries and the duly executed Contract of Service between the Municipality and TUPAD Workers to validate the legitimacy of the workers engaged and ensure transparency and accountability in the program's implementation. c. Establish a standardized process for verifying the authenticity and consistency of beneficiary signatures across all program documents, including payrolls and Daily Time Records (DTRs). Investigate and resolve any discrepancies before processing payments;	Assign Focal person incharge on the implementation of TUPAD to facilitate the compliance of the audit recommendation.	TUPAD Focal Person Municipal Accountant	January	December	Partially implemented	Out of 58 beneficiaries with mismatch signature on the payrolls, 50 beneficiaries already submitted photocopies of their identification card with specimen signatures.	

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	b. 58 beneficiaries had signatures on their payrolls that didn't match the ones on their Daily Time Records (DTRs).	d. Investigate the 58 cases of mismatched signatures and take appropriate administrative or legal action, if warranted, to address any anomalies or fraudulent claims.							
AAR 2024	15. Unutilized funds amounting to ₱1,059,540.30, received from the National Government as financial assistance for the Typhoon Odette victims and Bayanihan Grants to Cities and Municipalities (BGCM), were not returned to the National Treasury, inconsistent with Section 3.8 of Department of Budget and Management (DBM) Local Budget Circular (LBC) No. 125 dated April 7, 2020, and LBC No. 141 dated December 28, 2021, depriving the National Government from using the funds to finance priority projects, programs and activities.	We recommended and the Municipal Accountant agreed to provide the Municipal Treasurer with the records of unutilized funds under the BGCM and financial assistance for Typhoon Odette victims, so that the latter can return these funds to the National Treasury in accordance with DBM LBC No. 125 dated April 7, 2020, and DBM LBC No. 141 dated December 28, 2021.	Require the Municipal Accountant to facilitate the return of the unutilized funds amounting to 1,059,540.30 to the National Treasury.	Municipal Accountant Municipal Treasurer	January	December	Not implemented		Disbursement vouchers to be prepared.

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AAR 2024	16. The legitimacy and appropriateness of the travel expenses, totaling ₱1,028,490.39, are questionable due to the absence of required airline boarding passes and excessive claims for Daily Travel Expense (DTE) that contravened the guidelines outline in COA Circular No. 2005-003, dated September 22, 2005, and Executive Order No. 77 of the President of the Philippines.	We recommended and Management agreed to: a. Require the responsible official to submit the airline boarding passes for travel expense claims under Disbursement Voucher (DV) Nos. 100-24-10-1716 and 100-24-12-2035. If boarding passes are no longer available, secure official certification from the respective airline(s) confirming that the concerned government official boarded their flights on the travel dates indicated in the itineraries; b. Ensure that claims for Daily Travel Expenses are in accordance with the allowable rates set forth in EO No. 77; and c. Provide a written explanation detailing the rationale for including individuals not employed by the Municipality in the travel expense claims amounting to ₱347,761.89, along with the legal basis for utilizing public funds to cover travel-related expenses incurred by non-municipal employees.	Require the accountable official to submit the airline boarding pass or secure certification of the boarded flights.	Municipal Accountant	January	December	On going		Waiting for the certification from the airlines.

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AAR 2024	17. The Local Government Service Equalization Fund (LGSEF), amounting to ₱338,170.29, has remained unused for over ten years due to the absence of necessary documents and records, which contradicts Section 2 of Presidential Decree (P.D.) No. 1445, thereby depriving the constituents of the benefits they could have received had the funds been utilized for additional projects.	We recommended and Management agreed to revert the balance of the LGSEF from the Due to NGAs to the General Fund and utilize the amount in accordance with budgetary requirements and general limitations under Sections 324 and 325, respectively, of R.A. No. 7160, and other existing laws, rules, and regulations.	Require the Municipal Accountant to facilitate the reversion of the remaining unused Local Government Equalization Fund.	Municipal Accountant Municipal Budget Officer	January	December	On going		The Municipal Accountant will coordinate with the Municipal Development Council to include the reversion of the unused Local Government Equalization Fund
AAR 2024	18. The Municipality has not fully complied with Item 6.1 of DepED, DBM and DILG Joint Circular No. 1, Series of 2017, due to the various deficiencies noted, thus hindering effective monitoring, transparency and accountability in the allocation and utilization of the Special Education Fund (SEF). a. Approved SEF Budget not provided to the concerned Municipal Officials within seven days after approval	We recommended and the Local School Board (LSB) Chairperson and Co-Chairperson agreed to: a. Ensure that the approved SEF Budget be stamped as "received" by the Municipal Budget Officer, Municipal Accountant, and Municipal Treasurer within the indicative timeline or within seven (7) days after approval of the SEF Budget for verification of compliance with Sec. 6.1 of DepEd-DBM-DILG Joint Circular, s. 2017;	Remind LSB Chairperson and Co-Chairperson to comply with provision of Sec. 6.1 of Dep Ed-DBM-DILG Joint Circular No. 1, s. 2017.	LSB Chairperson Municipal Budget Officer Municipal Accountant Municipal Treasurer	January	December	On going		1st quarter of SEF utilization already submitted to and posted at three conspicuous place

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	b. Non-submission of Quarterly SEF Reports to DepED and other relevant authorities c. The LSB did not post the Quarterly and Annual SEF Utilization Reports in at least three (3) conspicuous public places in the Municipality.	b. Ensure the timely submission of the quarterly and annual SEF Utilization Reports to the DepEd Central Office the local sanggunian, and the DBM and DILG Regional Offices, in accordance with the Joint Circular; and c. Ensure compliance with the posting requirements under FDP and Item 6.1 of the Joint Circular by posting the SEF Utilization Report on the LGU website and on the three Full Disclosure Policy Bulletin Boards of the Municipality not later than the 20th day after the end of each quarter.							

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AAR 2023	19. The Municipal Accountant was unable to submit the year-end financial statements (FS) of the Municipality for CY 2023 within the prescribed period due to the delayed preparation of the SAAOB and the late submission of DVs and OBRs from the requesting offices, contrary to Section 41(2) of PD No. 1445 and Section 4.1 of COA Circular No. 2010-01 dated March 2, 2010, thus preventing the municipal officials concerned from utilizing the financial information contained therein for decision-making.	We recommended and Management agreed to enjoin the requesting offices to submit their DVs, OBRs, and supporting documents on time to facilitate the Municipal Accountant's preparation and submission of the required reports to the Audit Team within the prescribed period. We further recommend and the Municipal Budget Officer agreed to take the steps and ensure the timely preparation and submission of the SAAOB. This could entail hiring temporary staff during busy periods or re-evaluating the workflow and deadlines to accommodate unforeseen delays	Require the Municipal Accountant, Budget Officer to submit the required reports on time.	Municipal Accountant Budget Officer	January	December	Ongoing		The Accounting and Budget Office already coordinated to timely reconcile their records.

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AAR 2023	20. The Local Government Unit was not able to take advantage of the one-time cleansing of PPE due to non-compliance with the guidelines and procedures of COA Circular No. 2020-006 dated January 31,2020, thus adversely affecting the fairness of the presentation of the PPE accounts with the net book value of ₱22,612,888.76 as of December 31, 2023, and may deprive the government of reliable and useful information in decision-making and accountability of these assets.	We recommended and Management agreed to observe the guidelines and procedures provided in COA Circular No. 2020-006 dated January 31,2020, for the one-time cleansing of PPE account balances to have reliable PPE balances that are verifiable as to existence, condition, and accountability as follows: a. Reorganize the Inventory Committee to include members who can be relieved of their regular duties to devote full time to conducting the physical inventory taking until the same is completed. b. Strictly follow the guidelines and procedures in the conduct of physical count of PPE, recognition of PPE items found at the station, and disposition for non-existing/missing PPE items and require the accountant and Property Officer to reconcile their records based on the results of the actual physical inventory and effect necessary adjustments.	Organize the Inventory Committee. Conduct Physical Inventory and follow the guidelines and procedures of COA Circular No. 2020-006 of the one-time cleansing of the Property, Plant and Equipment.	LCE Inventory Committee, Municipal Treasurer, Municipal Accountant	Jan.	Dec.	On going	.	Inventory Committee has already reorganize. Physical inventory taking in on going. PIP already submitted to COA

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		c. Prepare and submit the approved PIP to the COA Audit Team within the prescribed period; and d. Undertake collaborative procedures to ensure that all PPEs in the RPCPPE are duly recorded in their respective records and that the Property Cards (PCs) maintained by the Property Unit and the PPELCs (PPE Ledger Cards) maintained by the Accounting Unit are reconciled.							
AAR 2023	21. The accuracy and reliability of the LRN account totaling ₱48,102,792.50 could not be ascertained due to various deficiencies noted, contrary to COA Circular No. 2015-008 dated November 23, 2015, thereby, affecting the fair presentation of the account in the FS.	We recommend and the Local Chief Executive (LCE) agreed to: a. Create an Inventory Committee to focus on the physical count of local roads; and b. Enjoin the Municipal Treasurer, Municipal Accountant, and Municipal Engineer to strictly comply with the accounting and reporting guidelines on the local roads asset management system pursuant to COA Circular No. 2015-008 dated October 23, 2015.	Require the Municipal Engineer and the Municipal Accountant to comply the reporting guidelines of Local Road Networks. Require the Inventory Committee to conduct the physical count of the local raod network.	Municipal Engineer, Municipal Accountant, Inventory Committee	Jan.	Dec.	On going		

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AAR 2023	22. The existence, validity, and correctness of the Inventory accounts totaling ₱7,637,034.53 as of December 31, 2023, have not been established due to (a) non-conduct of the year-end physical count, (b) non-compliance with the Perpetual Inventory Method, and (c) non-maintenance of supplies ledger cards and stock cards by the Offices of the Municipal Accountant and Municipal Treasurer, respectively, which goes against the provisions set forth in the NGAA Manual for LGUs, Volume 1, thereby, affecting the fairness of the presentation of these accounts in the financial statements.	We recommend that the: a. LCE reorganize the Inventory Committee to include members who can be relieved for their regular duties to devote full time to conducting the physical inventory taking until the same is completed. b. Inventory Committee prepare and submit a copy of the inventory reports to the Auditor to verify compliance with Section 124 of the NGAS Manual for LGUs. c. The Municipal Accountant and Municipal Treasurer maintain the supplies ledger cards and stock cards, respectively; and d. Municipal Accountant strictly follow the Perpetual Inventory Method for recording purchases of supplies and materials as required in the NGAS Manual.	Organize the Inventory Committee to conduct the physical count of inventory accounts of supplies and materials.	LCE Inventory Committee Municipal Accountant Municipal Treasurer	Jan.	Dec.	Not Implemented		The Inventory Accounts of Supplies and Materials need to be verified by the Municipal Accountant since these items were already issued to different requesting offices.

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AAR 2023	23. The Municipality spent ₱1,544,800.00 from the LDRRMF Continuing Appropriation to purchase Closed Circuit Television Cameras (CCTVs) for areas not prone to disasters, inconsistent with Section 5.0 of NDRRMC-DBM-DILG JMC No. 2013-1 dated March 25, 2013, and DILG Memorandum Circular No. 2012-73 dated April 17, 2012, thus reducing the funds available for disaster risk management, relief, rehabilitation, and recovery programs.	We recommended and Management agreed to utilize the procured CCTVs exclusively for risk reduction and management. Otherwise, the LDRRMF should be reimbursed from the general fund for the cost of the CCTV. We further recommend and management agreed to adhere strictly to the provisions of DILG Memorandum Circular No. 2012-73 dated April 17, 2012, and NDRRMC-DBM-DILG Joint Memorandum Circular No. 2013-1 dated March 25, 2013, on the utilization of the LDRRMF.	Require the LDRRM Officer to submit the list of location where CCTVs were installed.	LDRRM Officer	Jan.	Dec	On going		

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	24. The validity, accuracy, and existence of the movable Property, Plant, and Equipment (PPE) with a net book value of ₱108,864,165.11 as of December 31, 2022, could not be ascertained due to incomplete physical inventory count caused by a lack of manpower, contrary to Section 124 of the New Government Accounting System (NGAS) Manual for Local Government Units (LGUs), Volume I. As a result, the balances of the movable PPE accounts are unreliable, affecting the fair presentation of these accounts in the financial statements.	We recommended that Management provide the needed manpower requirement for the inventory committee to complete the physical count of PPE in accordance with Section 124 of the NGAS Manual for LGUs, Volume I, and direct the Accounting and Property Units to reconcile the results of the physical count with the related property and accounting records pursuant to the pertinent provisions of COA Circular No. 2020-006 dated January 31, 2020, to ensure the accuracy of the reported PPE balances in the financial statements. We further recommended that Management that the Municipality avail the one-time cleansing of non-existing or missing PPE items in accordance with Section 8.0 of the same Circular to ensure that reported PPE balances are verifiable as to existence, condition, and accountability.	Require the Inventory Committee to complete the physical count of PPE.	Inventory Committee	January	December	On going		On going physical inventory taking. PIP already submitted to COA

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AAR 2022	25. The account balance of Cash Local Treasury showed unreconciled difference of ₱(63,664.33) between the generals ledger and cash books contrary to Section 143 (A.7) of the Local Treasury Operations Manual (LTOM), thereby casting doubts as to the reliability of its balance as of December 31, 2022.	We recommended that the Municipal Treasurer and the Municipal Accountant agreed to trace the differences in the Cash Local Treasury account. We further recommended and Management agreed to, henceforth, conduct properly the quarterly reconciliation between the treasury records as against accounting records in compliance with Section 143 (A.7) of the LTOM.	Require the Accountant to trace and reconcile records of the Local Cash Treasury account.	Municipal Accountant	Jan.	Dec.	Ongoing		The Municipal Accountant will going to trace the balances of unreconciled amount.
AAR 2021	26. Management failed to monitor and enforce liquidation of cash advances amounting to ₱6,773,591.36, hence, remained unliquidated as of December 31, 2021, contrary to Section 89 of Presidential Decree (P.D.) No. 1445 and the pertinent provisions of COA Circular No. 97-002 dated February 10, 1997, thereby,	We recommended that the Municipal Accountant submit the subsidiary ledgers of each accountable officer as of December 31, 2021, monitor cash advances, and demand the immediate liquidation of all outstanding cash advances by issuing demand letters direct to the accountable officers concerned.	Demand the liquidation of the outstanding cash advances from the Accountable Officer	Municipal Accountant Municipal Mayor	Jan.	Dec.	Not Implemented		Demand letter to be issued.

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	possibly overstating the assets and understating the related expense accounts of the Municipality, while exposing government funds to possible loss and/or misappropriation.	Otherwise, if no liquidation is made, impose the sanction of withholding the salaries of those who still fail to settle their accounts after due notice. We further recommended that the Municipal Mayor require all concerned accountable officers to immediately settle their cash advances and direct the Municipal Accountant to strictly enforce the liquidation of cash advances within the prescribed period and see to it that no additional cash advances are granted unless previous ones are settled or properly accounted forms.							
AAR 2021	27. The procurement of supplies and materials for the "Improvement of Water Systems" totaling ₱355,259.00	We recommended that the Municipal Accountant strictly observe compliance with the perpetual inventory method of accounting for construction supplies and materials procured for projects implemented by the	Require the Municipal Accountant to comply with the audit recommendation.	Municipal Accountant	Jan.	Dec.	Not Implemented	The necessary adjusting entry was not yet taken up in the books.	

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	was charged directly to the Water Supply System (1-07-03-040) account instead of recognizing the same under Construction Materials Inventory (1-04-04-130), contrary to Sections 50 and 52 of the New Government Accounting System (NGAS) Manual Volume I, precluding proper control in the issuance of the supplies and materials. Moreover, the recording of the said disbursement to the infrastructure asset account did not meet the recognition criteria for PPE under paragraph 14 of the Philippine Public Sector Accounting Standards (PPSAS) No. 17, affecting the fair presentation of the infrastructure asset account in the financial statements. a. construction supplies and materials were directly charged to account "Water Supply System" (1-07-03-040) instead of recognizing the same under the account	administration by recording all purchases under the "Construction Materials Inventory." We further recommended that the Municipal Accountant coordinate with the property custodian to implement controls on the receipt and utilization of the same, submit a summary of the utilized construction materials to the Accounting Office, and effect the necessary adjustment for the cost of supplies and materials which remained unutilized for the intended projects.							

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	"Construction Materials Inventory" (1-04-04-130). b. The recording of public infrastructure assets in the books of accounts did not meet the recognition criteria under paragraph 14 of PPSAS No. 17.	We finally recommended that Management take up a receivable account from the water associations for the amount incurred by the Municipality for the improvement of the water systems.							
AAR 2021	28. The Municipality failed to prepare the Public Service Continuity Plan (PSCP) as required in the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, s. 2018 and No. 57, s. 2020. At the same time, the Local Chief Executive LCE) did not organize a working group to formulate the plan. Thus, it may impair the delivery of quality public services during an emergency,	We recommended that the LDRRMO coordinate with the OCD on the preparation and submission of the Municipality's PSCP pursuant to NDRRMC Memorandum No. 33, s. 2018. We further recommended that the Local Chief Executive (LCE) institutionalize the PSCP by creating a working group that will perform the following activities:	Require the LDRRMO to facilitate the preparation of the Municipality's PSCP.	LDRRMO Municipal Mayor	Jan.	Dec.	Not Implemented	.	The LDRRMO need to request technical assistance from the Regional Office of Civil Defence for the preparation of the PSCP

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	disaster, or any disruptive event.	a. To conduct risk assessment. b. To identify critical processes and functions. c. To determine scenarios that may disrupt normal operation. d. To conduct risk analysis and impact analysis. e. To formulate the PSCP based on the identified risks on critical processes and functions and its related steps to be followed to eliminate, if not mitigate, the impact of the determined disruptions following the prescribed templates and requirements in the PSCP guidebook; and f. To submit a plan to the MDRRMO for review, to the Local Chief Executive for approval, and to the Sangguniang Bayan for the passage of a resolution to institutionalize the PSCP.							

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AAR 2020	29. The Notes to Financial Statements (FS) did not adequately disclose sufficient and relevant information on the details pertaining to the accounts contrary to Section 127 of the Philippine Public Sector Accounting Standards (PPSAS) No. 1. Thus, users of the report may be misled by the lack of information that may affect decision-making.	We recommended that the Municipal Accountant provide disclosures on the face of the SCBAA and/or the Notes to FS on the changes between the original and final budgets and reconciliation of actual amounts per SCBAA and per financial statements, to enhance the transparency of the Municipality's financial statements. Likewise, adequate disclosure shall be provided in the Notes to FS for the details of the loans payable pursuant to paragraph 127 of PPSAS No. 1. We further recommended that the Municipal Accountant and Municipal Budget Officer reconcile monthly their respective records to avoid the accumulation of reconciling items and to facilitate the reconciliation of balances between the SCBAA and FS.	Require the Municipal Accountant to facilitate the necessary disclosure to be provided on the face of the SCBAA and Notes to FS. The Municipal Budget Officer and Municipal Accountant should reconcile the balances between the SCBAA and FS.	Municipal Accountant Municipal Budget Officer	January	December	On going		Municipal Accountant and Budget Officer has reconciled monthly their respective records..

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AAR 2020	30. The reporting requirements for in-kind donations and the utilization of the LDRRMF were not complied with, contrary to Section 1 of COA Circular No. 2020-009 dated April 21, 2020, and Section 5.1.5 of COA Circular No. 2012-002 dated September 12, 2012, respectively, thus, preventing timely validation of actual distribution and balances of the donated goods as well as monitoring of programs, projects, and activities (PPAs) of the LDRRMF.	We recommended that Management prepare and furnish the Auditor with a copy of the (a) acknowledgment receipts of the donations in-kind; (b) proof of receipt by and distribution to the beneficiaries; and (c) inventory of remaining undistributed items, if any, in accordance with Section 1 of COA Circular No. 2020-009 dated April 21, 2020.	Require the LDRRMO to submit the copy of the Acknowledgment receipt and the copy of the Relief Distribution Sheet to the Office of the Auditor.	LDRRMO Municipal Accountant	January	December	Not Implemented	The Acknowledgement Receipt was not yet submitted to the Auditor.	The LDRRMO will secure the RDS of the beneficiary of the in-kind donations.

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AAR 2020	31. The distribution of social amelioration under the Emergency Subsidy Program (ESP) through the Social Amelioration Programs (SAP) of the Department of Social Welfare and Development (DSWD) amounting to ₱42,702,000.00 was not properly supported with the documentary requirements provided under Item 9 of the MOA dated April 9, 2020, and Section VII.A.1 of DSWD Memorandum Circular No. 09, series of 2020, dated April 9, 2020. Hence, the effectiveness of the program could not be determined whether only those who suffered the greatest impact of the implementation of the community quarantine were given assistance.	We recommended that Management submit to the Auditor photocopy of the identification card with specimen signature of the beneficiaries and photos of the beneficiaries during the actual receipt of the assistance pursuant to Item 9 of the MOA between the DSWD and the Municipality dated April 24, 2020, as well as any proof of authenticity provided under Section VII.A.1 of DSWD Memorandum Circular No. 09 series of 2020 dated April 9, 2020. We further recommended that the Municipal Treasurer submit the authority from the beneficiaries for claims received other than the payees.	The Management will submit photocopy of the identification card with specimen signature of the beneficiaries and photos of the beneficiaries during the actual receipt of the assistance.	Municipal Accountant	January	December	Not Implemented	The copy of the identification card and photos of the recipient was not yet submitted to the Auditor.	

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AAR 2020	32. The specific guidelines on the implementation of the Emergency Subsidy Program (ESP) through the Social Amelioration Programs (SAP) of the Department of Social Welfare and Development (DSWD) under Section VI-B of DSWD Memorandum Circular No. 09, series of 2020, dated April 9, 2020, and Item I.A(3) of the Memorandum of Agreement dated April 9, 2020, were not fully complied with by the Municipality, resulting in the payment of SAP amounting to ₱30,000.00 to job order (JO) and contracted personnel who are ineligible recipients.	We recommended that Management refund the ESP assistance received by the JOs and other contract personnel amounting to ₱30,000.00 as they are ineligible to receive the same pursuant to Section VI-B of DSWD Memorandum of Circular No. 09 series of 2020 dated April 9, 2020. We also recommended compliance with applicable guidelines on the implementation of the ESP of the DSWD.	The Management will require the DSWD Officer to conduct a case study to validate the situation of these job order and contracted personnel.	DSWD	January	December	Not Implemented	The Management through the DSWDO will prepare an incident report of the ESP beneficiary for receiving the assistance for some job order and contracted personnel of the Municipality.	

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AAR 2020	33. The distribution of the Social Pension Fund for the first semester of CY 2020 amounting to ₱5,787,000.00 was not properly supported by the documentary requirements provided under Item VIII (D) of the Department of Social Welfare and Development (DSWD) Memorandum Circular No. 04 series of 2019 dated January 31, 2019, and Item IX of DSWD Memorandum Circular No. 04 series of 2020 dated March 30, 2020, contrary to Section 4(6) of Presidential Decree (PD) No. 1445. Hence, the propriety and regularity of the payments could not be established.	We recommended that Management submit to the Auditor a copy of the (a) Memorandum of Agreement (MOA), (b) Report on the Sources of Fund and Utilization, (c) photocopy of the identification card with specimen signature of the beneficiaries, (d) photos of the beneficiaries during actual receipt of the assistance, and (e) a copy of the Official Receipt for any refund of the unutilized balance. We further recommended that the Municipal Treasurer submit the authority from the beneficiaries and other documentary requirements provided under Item VIII (D.4) of DSWD Memorandum Circular No. 04 series of 2019 dated January 31, 2019, for claims received other than the social pensioners.	Require the DSWD and the Office of the Municipal Treasurer to secure the photocopy of the Identification Card and Photos of beneficiary to be submitted to the Office of the Auditor. Require also the Municipal Accountant to submit copy of MOA and Report on the sources of Fund and Utilization.	Municipal Accountant	January	December	Not Implemented	The copy of the Identification card with specimen signatures and the photos of the beneficiaries during actual receipt was not yet submitted to the Office of the Auditor.	

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AAR 2020	34. Procurement of basic commodities totaling ₱4,930,078.00 through emergency procurement under the Bayanihan Act was neither supported with an Omnibus Sworn Statement (OSS) nor a warranty clause included in the purchase orders (POs) contrary to Sections 3.5 and 4.1 of the GPPB Circular No. 01-2020 dated April 6, 2020. Moreover, the revised OSS form provided under Appendix 1 of the same GPPB Circular was not used for the procurement of goods amounting to ₱1,462,150.00. Hence, putting the Municipality at a disadvantage in the case of defects and nonconformity with quality standards and specifications of delivered goods.	We recommended that the BAC require the suppliers to submit the original notarized OSS before or after the award of the contract but before payment is made and include a warranty clause in the contract or POs, for procurements through emergency purchase in accordance with GPPB Circular No. 01-2020 dated April 6, 2020.	The BAC will secure the notarized OSS from the Supplier.	BAC Municipal Accountant	January	December	Not Implemented	The Notarized OSS was not yet submitted to the Auditor.	

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AAR 2019	35. The Municipal Treasurer neither deposits her collections intact daily nor on the next banking day, contrary to Section 69(1) of Presidential Decree (P.D.) No. 1445 and Section 32 of the New Government Accounting System (NGAS) Manual, Volume I, resulting in accumulated undeposited collections of ₱438,792.34 for the period December 11, 2018, to December 31, 2019, thereby, exposing government funds to misuse or misappropriation.	We recommended that the former Acting Municipal Treasurer deposit collections in CY 2019 amounting to ₱410,429.43 immediately. Henceforth, the incumbent Acting Municipal Treasurer is required to deposit his collections within the prescribed period in accordance with Section 69(1) of P.D. No. 1445 and Section 32 of the NGAS Manual, Volume I.	Require the former Acting Municipal Treasurer to deposit the undeposited collection. Require also the incumbent Municipal Treasurer to deposit collection within the prescribed period.	Municipal Treasurer	January	December	Not Implemented	The incumbent Municipal Treasurer deposited her collection within the prescribed period.	

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AAR 2019	36. Management did not submit the Agency Action Plan and Status of Implementation (AAPSI) within 60 days from the date of receipt of the 2018 Annual Audit Report (AAR), contrary to Section 93 of the General Provisions of Republic Act (R.A.) No. 10964, dated December 19, 2017, the General Appropriations Act (GAA) of Fiscal Year (FY) 2018, precluding the Auditor from monitoring and validating the actions taken to implement audit recommendations. Hence, the risk that deficiencies may continue to exist and, thus, affect the fairness of the Municipality's financial statements as well as its operational efficiency.	We recommended that the Local Chief Executive direct all department heads concerned to submit their respective AAPSI on the CY 2018 AAR and assign personnel to consolidate the same for submission to the Auditor. Henceforth, we recommended that Management strictly comply with the submission of the AAPSI within 60 days upon receipt of the AARs for the succeeding years.	Require the concerned Department Heads to prepare and submit their AAPSI.	All Concerned Department Heads	January	December	Not Implemented	The AAPSI was not prepared on time and was not yet submitted to the Auditor.	

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AAR 2018	37. Inter-agency and Other Receivable account balances totaling ₱1,151,040.95 had been dormant for over 10 years due to the unavailability of documents to validate the claim, however, no allowance for impairment of receivables was recognized as prescribed under paragraph 67 of the Philippine Public Sector Accounting Standards (PPSAS) No. 29 and pertinent provision of COA Circular No. 2016-005 dated December 19, 2016, thus, accounts were not fairly presented in the financial statements.	We recommended that the Municipal Accountant (a) conduct a thorough verification and analysis of the dormant receivable accounts and provide for an allowance for impairment in accordance with the PPSAS or PFRS; (b) properly provide disclosure in the Notes to the Financial Statements in consonance with Section 127 of IPSAS No. 1 to provide information that may affect the fairness of the financial statements; and (c) comply with all the conditions and requirements of COA Circular No. 2016-005 for possible filing of a request for authority to write-off dormant receivable accounts by the Local Chief Executive to the Commission on Audit.	Require the Municipal Accountant to take effect the recommendation made by the Auditor.	Municipal Accountant	January	December	Not Implemented	The accountant has not yet finished the verification of the Inter agency and Other Receivable Accounts.	

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AAR CY 2018	38. Honoraria amounting to ₱96,000.00 were paid to members of the KALAHI-CIDSS Municipal Coordinating Team (MCT) without complying with the guidelines set forth under Department of Budget and Management (DBM) Budget Circular No. 2007-2 dated October 1, 2007, hence, documentary requirements for the grant were lacking, posing a risk to the propriety and validity of the disbursements.	We recommended that Management submit the special project plan showing the outputs or deliverables per project component of each member of the MCT to determine the estimated man-hours spent by the latter, which shall serve as the basis in the computation of their honorarium and the other lacking documents required under COA Circular No. 2012-1. Henceforth, ensure that the disbursement vouchers and payrolls are supported with complete documentary requirements to establish the validity of the transactions.	Require the KALAHI CIDSS MCT to prepare the necessary documents to validate the claim of honoraria.	Municipal Accountant	January	December	Not Implemented	The required documents were not yet prepared and submitted to the auditor.	

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AAR 2017	39. Receivables under the Self Employment Assistance Kaunlaran (SEA-K) and Corn Production Livelihood programs totaling ₱495,000.00 remained dormant for more than ten years due to the absence of monitoring and documents to support the claims against the borrowers, contrary to DSWD Memorandum Circular No. 11 series of 2014 and COA Circular No. 2016-005 dated December 19, 2016.	We recommended that the Municipal Accountant issue demand letters to concerned individuals and determine its collectability. We also recommended that the MSWD Officer coordinate with the Municipal Accountant in locating available documents to support the claims. Otherwise, the Municipal Accountant shall request a write-off of these accounts in accordance with COA Circular No. 2016-005 dated December 19, 2016.	Require the Municipal Accountant to send the demand letters to the accountable person.	Municipal Accountant	January	December	Not Implemented	The management was not yet able to fully collect the total amount of ₱495,000.00.	The management already collected the amount of ₱292,298.46 rendering a balance of ₱202,701.54 out of ₱495,000.00.

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AAR 2017	40. The Municipality did not enter into a Memorandum of Agreement (MOA) with the two drugstores which provided medicines to individuals who were granted medical assistance totaling ₱567,939.80 contrary to Sections 6.1.8 and 8.1.2 of DSWD Memorandum Circular No. 04, S. 2015 dated March 6, 2015, thus failing to provide appropriate controls in the disbursement of government funds.	We recommended that the Municipality enter into a MOA with the selected drugstores/pharmacies, providing therein the maximum allowable credit, the billing period, and other conditions necessary, in accordance with Sections 6.1.8 and 8.1.2 of DSWD MC No. 04, S. 2015 dated March 6, 2015.	Require the DSWD Office to facilitate the MOA between LGUs and selected drugstore.	Municipal Mayor MSWDO	Jan.	Dec.	Not Implemented	The Memorandum of Agreement was not prepared.	

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AAR 2014	41. Productivity Enhancement Incentive (PEI) granted to Municipal officers and employees of the Municipality of Pamplona exceeded the ₱5,000.00 allowable amount per personnel, resulting in a total excess of ₱258,720.00, violating DBM Budget Circular No. 2014-3 dated December 2, 2014, which implements E.O. No. 80 dated July 20, 2012, hence, depriving the municipal government of utilizing such excess funds for other lawful purposes.	We recommended that the local chief executive, together with the Sanggunian, require the refund of the excess amount granted and discontinue the granting of PEI more than the maximum allowable rate of ₱5,000.00 per personnel, as provided for in Section 1.a of E.O. No. 80 dated July 20, 2012, to avoid overpayment.	The Management should strictly follow the guidelines to grant only the amount allowed by the guidelines.	Municipal Treasurer, Municipal Accountant	January	December	Not Implemented	Some Accountable officers are no longer in service and hoping that the PEI received in excess of 5,000 will not be disallowed by the auditor.	

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AAR 2013	42. The municipality's livestock dispersal program lacks a proper system of implementation and accountability, as the personnel in charge does not keep systematic records of births, deaths, disposals or transfers of ownership nor is required to report to any office the birth, death or disposals, thereof, thus, the number of dispersed animals and their corresponding beneficiaries could not be determined easily, allowing losses, whether deliberate or not, to go undetected while offspring of animals dispersed are not reported by the municipal agriculturist to the municipal treasurer (acting as general services officer) and the accounting office, resulting in the doubtful validity of the balance of	We recommended that: a. The Municipal Agriculturist supervise closely the Dispersal Program and see to it that proper records are kept and that all movement (birth of offspring, death, transfers) are completely recorded in their records and reported to the Municipal Treasurer. b. The Municipal Agriculturist assigned to manage the program keep a record of each animal acquired under the dispersal program, keep systematic records, and reports the birth of animals, deaths, and disposals to the GSO monthly using General Form	Require the Municipal Agriculturist, Municipal Treasurer and Municipal Accountant to coordinate with regards to proper system of implementation and accountability of livestock dispersal of the Municipality.	Municipal Agriculturist Municipal Treasurer Municipal Accountant	Jan.	Dec.	Not Implemented	The Municipal Agriculturist did not submit the monthly report of births of animals and still updating the records of livestock dispersal.	

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	₱1,895,134.50 of the accounts Work/Other Animals and Breeding Stocks in the financial statements. *(As of December 31, 2022. Breeding Stocks had a balance of ₱2,196,314.50.)*	No. 41 (A) – Property Inventory. c. In case of death or disposal, the Municipal Agriculturist is required to facilitate the request for relief of accountability or to require payment of the value of the animal if warranted under the circumstances, so that accountability and liability can be imposed. d. The Municipal Treasurer require the Municipal Agriculturist to submit a monthly report of births of animals and to post these to the property records, after which the same shall be forwarded to the accounting office for posting to the books of accounts. e. The office of the Municipal Agriculturist to update their records and segregate active and inactive contracts. The Municipal Agriculture Office and GSO reconcile their records taking into consideration the latest physical inventory conducted.							

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AAR 2012	43. The LGU could have earned additional income from the sale of its unserviceable properties with a book value of ₱848,898.65 had these items been auctioned to the public, instead of keeping and/or allowing them to be exposed to natural and man-made elements, thus, resulting in their deterioration and depriving the municipality of additional revenue which may have been made available to finance other projects.	We recommended that: a. The Accounting Office and GSO reconcile their records of unserviceable properties. b. The Municipal Treasurer should prepare the Inventory and Inspection Report of Unserviceable Properties (IIRUP) with the appraisal of each item conducted by an appraisal committee created for the purpose. c. Management undertakes the immediate disposal of the unserviceable properties following the procedures and guidelines provided under Section 79 of Presidential Decree 1445 and Sections 501-510 of the Government Accounting and Auditing Manual, Volume I. d. The Municipal Accountant drops the amount of the unserviceable properties from their books of accounts after disposal, and records the proceeds of the auction sale, if any.	Require the inventory	GSO, Municipal Accountant Inventory Committee	January	December	On going	The Inventory and Inspection Report of Unserviceable Properties was not yet prepared.	

Ref.	Audit Observation	Audit Recommendation	Agency Action Plan: Action Plan	Agency Action Plan: Person/Dept. Responsible	Agency Action Plan: Target Implementation Date: From	Agency Action Plan: Target Implementation Date: To	Status of Implementation	Reason for Partial/Delay/Non-Implementation, if applicable	Action Taken/Action to be taken
AAR 2007	44. Honoraria in the total amount of ₱97,157.94 was paid to the Board of Canvassers, Drivers, and other LGU personnel that assisted in the May 14, 2007, elections, contrary to Section 10 of the Omnibus Election Code of the Philippines (Batas Pambansa Blg. 881), thus resulting in the illegal disbursement of funds.	Require the officials and other personnel concerned to refund in full the amount received by them as they are not allowed in the audit for lack of legal basis.	Direct the accountable personnel to refund the full amount received. As honoraria.	Personnel Concerned	Jan.	Dec.	Not Implemented	The personnel concerned are no longer in the service.	
AAR 2004	45. All parcels of land owned by the Municipal government and already recorded in the books of accounts have not been issued new Transfer Certificates of Title in the name of the Municipality of Pamplona, thus, posing a risk for potential ownership claims/legal infractions that may arise in the future.	We recommended that management: a. Direct the Treasury, Accounting, and Legal Offices to secure the Land Titles to all real properties as an indispensable requirement. Lands owned or acquired by LGUs without Torrens Title shall, within the next fiscal year from their acquisition, be asked to be surveyed	Assigned LGU personnel to facilitate the documents needed for securing land titles.	LCE	Jan.	Dec.	Not Implemented	The necessary documents for securing land titles are not available.	

Ref.	Audit Observation	Audit Recommendation	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/ Non-Implementation, if applicable	Action Taken/ Action to be taken
			Action Plan	Person/Dept. Responsible	Target Implementation Date				
					From	To			
		with a view to securing title thereto, and the appropriation for such survey and other requirements for securing title shall be deemed a preferred charge against the unappropriated funds during the said ensuing fiscal year (Sec. 955 of COA Circular No. 92-386). b. Instruct the Legal Office to facilitate the application for the issuance of the TCT in favor of the Municipality of Pamplona so that the government may be shielded from lawsuits or unlawful claims over such property. Subsequently, all purchases of real property should be done in accordance with the pertinent laws governing such transactions to prevent disallowances in the audit. c. Subsequently, all purchases of real property should be done in accordance with the pertinent laws governing such transactions to prevent disallowances in the audit. d. Direct the Accountant and the Assessor to reconcile both their records so that they should come into an agreement for the Land account to be.							

Ref.	Audit Observation	Audit Recommendation	Agency Action Plan				Status of Implementation	Reason for Partial/ Delay/ Non-Implementation, if applicable	Action Taken/ Action to be taken
			Action Plan	Person/Dept. Responsible	Target Implementation Date				
					From	To			
AAR 2004	46. Real Properties covered by real property tax declarations in the name of the Municipality with an aggregate assessed value of ₱3,996,370.00 were not recorded in the books, thus the value of the Land account amounting to ₱1,261,486.70 as at December 31, 2003, is not fairly presented and valid ownership of the Municipality thereto could not also be established in the absence of property deeds as required in Section 449 of the GAAM, Volume II.	Require the Municipal officials concerned to ensure that all real properties owned by the Municipal government are properly recorded in the books and covered by valid documents showing legal ownership thereof.	Direct the Municipal Assessor to determine the real properties covered by the tax declarations in the name of the Municipality.	Municipal Assessor	Jan	Dec	Not Implemented	The real properties declared in the name of the LGU are not yet recorded in the books of accounts because the management has not yet secured the deeds of donation and other documents to substantiate their ownership.	

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