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**PRESIDENTIAL LEGISLATIVE LIAISON OFFICE**  
2<sup>nd</sup> Floor, Annex, New Executive Building, Malacañang, Manila

**AGENCY ACTION PLAN and  
STATUS of IMPLEMENTATION  
Audit Observations and Recommendations  
For the Calendar Year 2017  
As of July 31, 2018**

Ref.	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/Non-Implementation action, if applicable	Action Taken/Action to be Taken
			Action Plan	Person/Dept. Responsible	Target Implementation Date				
					From	To			
<i>AOM</i>									
2017-001	<p>1. Cash advance for petty operating expenses granted to special disbursing officer (SDO) of the Office of the Secretary (OSEC) was more than the recurring petty expenses of the Office for one month contrary to Section 35, Chapter 6 of the Government Accounting Manual (GAM), Volume I.</p> <p>2. No Petty Cash Fund Record (PCFR) and Subsidiary Ledger (SL) were maintained by the Petty Cash Fund Custodian (PCFC) and the Accounting Division/Unit, respectively, as required under Section 37 of the GAM.</p>	<p>Management to reduce the amount of the PCF granted to the SDO taking into consideration the average monthly recurring petty expenses of the Office in compliance with Section 35, Chapter 6 of the GAM, Volume I</p> <p>Instruct the PCFC and the Accountant to maintain PCFR and SL, respectively, for proper monitoring and control of the PCF in compliance with Section 37, Chapter 6 of the GAM</p>		PCFC			Fully Implemented		PCFC is committed to comply with Section 35, Chapter 6 of the GAM, Volume I.
				PCFC Bookkeeper			Fully Implemented	PCFR and SL are maintained by PCFC and Accounting Unit, respectively, in compliance with Section 37,	

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								Chapter 6 of the GAM.	
2017-002	Various financial reports and bank reconciliation statements for audit were not submitted within the prescribed period as required under the provisions of Section 100 and 74 of Presidential Decree (PD) No. 1445 and the COA Circular 95-006.	Management to require the Accountant and other accountable officers (AOs) to submit financial reports and statements, reports of disbursements and all supporting documents for audit within the reglementary period as required under Sections 74 and 100 of PD No. 1445 and COA Circular No. 95-006, and institute stricter measures such as suspension of payments of the salaries of concerned AOs to make sure that required reports will be submitted on time		Cashier  Administrative Assistant VI			Fully Implemented		Submitted
2017-003	1. Duties and responsibilities of consultants can be provided by the regular personnel contrary to the general guidelines on the hiring of consultancy services under COA Circular No. 2012-01 and the general principles on consulting services under the Republic Act	Management to stop the practice of hiring consultants for tasks which do not require expertise and that can be performed by the regular employees in conformity with the general		OSEC  Personnel			Fully Implemented		The number of consultants was reduced to two as of June 30, 2018.

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	(RA) 9184.	guidelines on the hiring of consultants under COA Circular No. 2012-001 to avoid demoralization among the ranks and wastage of government funds; benchmark the rate of consultants hired by similar agencies as to the size and budget of PLLO; and practice prudence in spending government funds which could be used for programs and projects most advantageous to the government							
2017-003	2. Expected deliverables/outputs which serve as bases for hiring of consultants were not specifically provided for in the consultancy contracts nor stipulated in the Terms of Reference (TOR) or in the attached approved document. Further, no curriculum vitae (CV) and Approved Consultancy Progress or Final Reports, and/or output were submitted contrary to COA Circular No. 2012-001.	Management to ensure that consultancy contracts or TOR and any appropriate approved documents should state the expected deliverables/outputs as well as the justification for the need of consultant, not necessarily the mandate of the agency, and to include their CV; and the Approved Consultancy Progress/Final Reports, and/or outputs required		Consultants Personnel			Partially Implemented	Non-submission of the consultant's outputs	Consultants were instructed to submit their outputs. CV were already submitted by Personnel Officer.

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		under the contract be submitted in compliance with the documentary requirements for consultancy services							
2017-004	Liquidation of cash advances made by SDOs were delayed by 13 to 239 days; cash advances amounting to ₱1,180,021.85 remained unliquidated as of December 31, 2017; unexpended balance not returned upon liquidation; and cash advance for special purpose was granted for a five-month period requirements in violation of COA Circular No. 97-002 dated February 10, 1997.	Management to ensure that AOs settle and liquidate their cash advances within the prescribed period; there is proper monitoring of the grant and liquidation of cash advances to meet the requirement that all cash advances be fully liquidated at the end of each year and any unexpended balance be refunded by the AO to the Cashier/Collecting Officer as well; and cash advances granted shall only be limited to the requirements for two months to comply with COA Circular No. 97-002		SDOs			Fully Implemented	Prior year cash advances were fully liquidated as of June 25, 2018.	

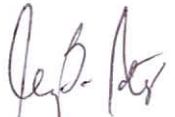
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2017-005	1. Obsolete, expired and non-moving inventory items totaling ₱148,286.30 as of December 31, 2017 were undisposed which is not in conformity with National Budget Circular (NBC) No. 425, resulting to the unreliability of the Inventory accounts amounting to ₱523,291.42 as of December 31, 2017, due to lack of manpower in the Property Section.	Management to augment the personnel in the Property Section to facilitate the disposal of obsolete and expired items or those unused supplies, materials, and spare parts in accordance with NBC No. 425		Disposal Committee	Jan 2018	Dec 2018	Ongoing	Acting Property/Supply Officer is also a member of the BAC Secretariat.	One employee under the contract of service was hired on January 4, 2018 to assist the Acting Property/Supply Officer.  Acting Property/Supply Officer is already in the process of finalizing the IIRUP for approval of the PLLO Head. Afterwards, to transfer and dispose all the remaining obsolete, expired and unserviceable items that no

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								longer provide economic benefits to other government agency/ies before this year ends.	
2017-005	2. Various idle, obsolete and unserviceable PPE with a total carrying amount of P138,574.68 as of December 31, 2017 remained undisposed, which is not in conformity with Section 79 of PD No. 1445 and NBC No. 425, resulting in further deterioration of the assets, and depriving the agency of any benefit or income that may be derived from its disposal. Moreover, no IIRUP was submitted for all the PPE items identified by the agency as unserviceable, contrary Section 40, Chapter 10 of the GAM, Volume I.	Management to conduct periodic inspection and assessment of PPE and facilitate the immediate disposal of idle and unserviceable PPE, which could no longer be used by the agency in accordance with the NBC No. 425 as their value diminished due to the passage of time and exposure to elements		Disposal Committee	Jan 2018	Dec 2018	Partially Implemented	Acting Property Supply Officer is also a member of the BAC Secretariat.  JEV No. 01-2018-03-068 was drawn on March 20, 2018 to recognize the transfer of one Mitsubishi Adventure GLX 2000 with carrying amount of P560,376.50 to the Barangay of Galicia, Municipality of Ilog, Negros Occidental.  JEV No. 01-2018-03-072	

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								dated March 23, 2018 was also drawn to recognize the transfer of one Honda CRV RD472 with carrying amount of P856,900.00 to Bagong Diwa Elementary School, Pandacan, Manila.	
2017-006	The correctness of the reported accomplishment of the PLLO based on its third performance indicator which is to act upon and facilitate the President/Executive Departments Legislative Agenda within five days after receipt of complete documentation could not be validated due to the lack of mechanism in place to monitor the same, thereby, resulting to inaccurate reporting of its accomplishment. Moreover, the activities under the said performance indicator were not	Management to evaluate whether the activities under each performance indicators contribute to its attainable and whether the performance indicators were understood by the operations; and if warranted, re-orient the personnel of the operations offices; and validate the correctness of the reported accomplishment report and require the operations offices to place mechanism to monitor the	Submission of Monthly Accomplishment Report  Institution of Computerized Daily Logbook System for submission the Head of Post every end of the month.	Operations	Jan 2018	Dec 2018	Ongoing	Removal of PLLO – House of Representatives (HRep) Office from HRep, thereby disrupting its operations  Extension Office is now set up at Rms. 208 and 212, Jocfer Bldg., Commonwealth Ave., Quezon City.  Accomplishment Report and Daily Logbook will be submitted to Post Head every end of the month.	

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	aligned with its attainment, hence, misunderstood by operations offices.	same							
2017-007	No submission was made by the agency of the mandatory accomplishment reports of the programs and projects relating to Gender and Development (GAD), Senior Citizens and Differently-able Persons and also the operational highlights of the PLLO for the year ending December 31, 2017.	Management to require those concerned personnel to submit the mandatory accomplishment reports of the programs and projects relating to Gender and Development (GAD) and the Senior Citizens and Differently-able Persons and, if necessary, address the reasons for the delay to prevent the same from happening again		GAD Committee			Fully Implemented	Retirement of the GAD focal person on February 24, 2017	FY 2017 GAD accomplishment report was submitted on April 25, 2018.

Agency sign-off:



**SEC. ADELINO B. SITOY, LLB, LLM**

Presidential Adviser on Legislative Affairs and Head, PLLO

July 31, 2018

Date

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