

ACCOMPLISHMENT REPORT

For the 2nd Quarter of CY 2020

PROGRAM/ACTIVITY/PROJECT <i>Title of program/activity/project; inclusive dates; venue; nature of activity (if not indicated in the title); short description</i>	OBJECTIVES <i>Objectives of the program/activity/project</i>	STATUS <i>Present status of program/follow-ups; completed, on-going/cancelled/rescheduled (please provide reason for non-implementation)</i>
ACCOUNTING DIVISION		
1. Preparation, processing and posting of Disbursement Vouchers, Liquidation Vouchers and Journal entry Vouchers for: <ul style="list-style-type: none"> a. Personal Services b. Maintenance and Other Operating Expenses c. Infrastructure d. Replenishment of Working Fund e. Liquidation of Cash Advance 	To process and record all claims with complete documentary requirements.	288 Disbursement Vouchers – completed 3 Liquidation Vouchers 718 Journal Entry Vouchers
2. Funding and processing of Purchase orders, Job orders, travel orders and Fiscal Agency Services (FAS)	To certify funds available.	3 Purchase Orders – completed 8 Job Orders - completed 16 Travel Orders - completed 1 FAS – completed
3. Preparation of various remittances to other government agencies (GSIS, Philhealth, HDMF, BIR e-filing, NHMFC and Welfare Fund)	To remit funds held in trust to other government units.	March – May 2020 - remitted June 2020 – on-going
4. Maintained Subsidiary Ledgers & prepared monthly schedules of accounts to support Financial Statements	To monitor and analyze books of accounts; to encode collection and deposits, disbursement vouchers, liquidation vouchers and various JEVs; to prepare statements of account to various creditors of the Agency; to compute monthly depreciation of Fixed Assets and Furniture & Equipment; to provide COA quarterly Aging of Receivables, Cash Advance and Payables	Submitted all programs/activities and projects on time as required

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5. Reconciliation of reciprocal accounts of TIEZA Home Office and subsidiary entities and prepare debit and credit memorandums.	To reconcile Head Office accounts with subsidiary entities accounts.	February to April 2020 – reconciled May 2020 – on-going
6. Preparation and submission of financial reports.	To prepare and submit financial reports to management and other government agencies on the transactions and operations of the Authority.	February to April 2020 – submitted May 2020 – on-going
7. Preparation of Bank Reconciliation Statement	To prepare and submit bank reconciliation statement to management & other government agencies on the transactions and operations of the Authority	February to April 2020 – submitted May 2020 – on-going
8. Preparation of various certificates for the following: a. Employees premiums/ loan remittances to GSIS & HDMF; b. BIR Form 2307 and 2306 for VAT suppliers and contractors; and c. Travel Tax Collection Share to CHED and NCCA	To certify remittances and premiums remitted and collected by the Authority.	Remittances to GSIS & HDMF March to May 2020 – prepared June 2020 – on-going BIR Form 2307 & 2306 March to May 2020 – prepared June 2020 – on-going
BUDGET DIVISION		
1. Preparation of TIEZA's CY 2021 Budget Estimates for submission to the Management	To comply with public policies and regulatory requirements of budget preparation, implementation and reporting of actual performance	Ongoing
2. Monitoring of the implementation of CY 2020 Corporate Operating Budget	To ensure that funds have been properly allocated and spent	Determined availability of funds and processed documents
3. Preparation and consolidation of monthly monitoring report of expenses (CY 2020 - PS,MOOE, Equipment Outlay and Infrastructure Project) based on recorded funding commitment on Main Ledgers	To ensure that funds have been properly allocated and spent.	Completed the January – May 2020 report Ongoing for January 1 – June 30, 2020 report

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4. Preparation and consolidation of monthly Departmental Monitoring Report of MOOE	To ensure that funds have been properly allocated and spent.	Completed the January – May 2020 report Ongoing for January 1 – June 30, 2020 report
5. Reconciliation of Accounts and Submission of Reconciliation Report	To ensure proper recording of funding commitments vis-à-vis accounting ledger To ensure that funds have been properly allocated and spent.	Accomplished Reconciliation Report as of March 31, 2020; April, May and June 2020 reconciliation report is still ongoing
6. Preparation of CY 2020 (January – June) Actual Performance Report vis-à-vis CY 2020 Corporate Operating Budget	To determine the status of expenses and established the accuracy of the budget balances.	Accomplished January – February 2020 Budget Performance Report Preparation of March, April, May and June 2020 Budget Performance Report is still ongoing
TREASURY DIVISION		
1. Preparation of checks (215 checks)	To pay promptly the Authority's obligations to its creditors	Completed/Updated
2. Releasing of checks (455 checks)	To monitor collections other than travel tax and other corporate receivables and deposit with the duly authorized government bank by management	Completed/Updated
3. Issuance of Official Receipts (35 ORs) of reservation and other collections and deposit such the following banking day (8 deposit slips)		
4. Issuance of Official Receipts for main office/entities requirements (None)	To keep custody of unused Official Receipts and ensure proper monitoring and par stocking	Completed/Updated
5. Placement of investment of investible funds (None)	To evaluate, recommend and implement investment proposals in compliance with corporate investment objectives and to ensure sound liquidity management, optimal returns on investment portfolio	Completed/Updated
6. Monitor/Process bonding papers of Accountable Officers (5 processed)	To comply with the Treasury Circular 02-2009, requiring the fidelity bonding of all Accountable Officers and employees	Completed/Updated

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<p>7. Prepare/Submit various reports</p> <ul style="list-style-type: none"> - Report of Collections and Deposits (11) - Report of Checks Issued (33) - Report of Checks Released (13) - Report of Cancelled Checks (3) - Report of Stale Checks (3) - Report of Monthly Accountability (3) 	To prepare & submit reports as required under existing rules and regulations	Completed/Updated

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