

OFFICE: FINANCIAL SERVICES DEPARTMENT

ACCOMPLISHMENT REPORT

For the 4th Quarter of CY 2020

CORPORATE PLANNING DEPARTMENT	
RECEIVED	
By: <u>/s/awaw</u>	Date: <u>17 May 2021</u>
Time: _____	

PROGRAM/ACTIVITY/PROJECT Title of program/activity/project, inclusive dates; venue; nature of activity (if not indicated in the title); short description	OBJECTIVES Objectives of the program/activity/project	STATUS Present status of program/follow-ups; completed/on-going/cancelled/rescheduled (please provide reason for non-implementation)
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.	<u>512</u> Disbursement Vouchers – completed <u>13</u> Liquidation Vouchers <u>2,215</u> Journal Entry Vouchers
2. Funding and processing of Purchase orders, Job orders, travel orders and Fiscal Agency Services (FAS)	To certify funds available.	<u>15</u> Purchase Orders – completed <u>26</u> Job Orders - completed <u>71</u> Travel Orders - completed <u>1</u> 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.	September – November 2020 - remitted December 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 TLEZA Home Office and subsidiary entities and prepare debit and credit memorandums.	To reconcile Head Office accounts with subsidiary entities accounts.	September to November 2020 – reconciled December 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.	September to November 2020 – submitted December 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	September to October 2020 – submitted November 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 September to November 2020 – prepared December 2020 – on-going BIR Form 2307 & 2306 September to November 2020 – prepared December 2020 – on-going
BUDGET DIVISION		
1. 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
2. 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 – November 2020 report Ongoing for January 1 – December 30, 2020 report
3. Preparation and consolidation of monthly Departmental Monitoring Report of MOOE	To ensure that funds have been properly allocated and spent.	Completed the January – November 2020 report Ongoing for January 1 – Dec. 31, 2020 report

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4. Reconciliation of Accounts and Submission of Reconciliation Report	To ensure proper recording of funding commitments vis-à-vis accounting ledger	Accomplished Reconciliation Report as of Nov. 30, 2020 December 2020 Reconciliation Report is still ongoing
5. Preparation of CY 2020 (January – December) 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 1 – November 30, 2020 Budget Performance Report Preparation of January 1 – December 31, 2020 Budget Performance Report is still ongoing
6. Preparation of TIEZA's CY 2021 Corporate Operating Budget for submission to the Management and the TIEZA Board of Directors	To comply with public policies and regulatory requirements of budget preparation, implementation and reporting of actual performance	Approved by the Board in December 2020
7. Request all the budget units/departments of TIEZA to re-submit their CY 2022 Budget Estimates	To comply with the requirement of the Department of Budget and Management on the timely submission of CY 2022 Budget Estimates	Completed in November 2020
8. Preparation of DBM Forms for CY 2021 Corporate Operating Budget	To comply with the requirement of the Department of Budget and Management and the Governance Commission for GOCCs and obtain approval of the CY 2021 COB	In-progress
TREASURY DIVISION		
1. Preparation of checks (2,080 checks)	To pay promptly the Authority's obligations to its creditors	Completed/Updated
2. Releasing of checks (1,733 checks)		Completed/Updated
3. Issuance of Official Receipts (55 ORs) of reservation and other collections and deposit such the following banking day (16 deposit slips)	To monitor collections other than travel tax and other corporate receivables and deposit with the duly authorized government bank by management	Completed/Updated
4. Issuance of Official Receipts for main office/entities requirements (31 booklets)	To keep custody of unused Official Receipts and ensure proper monitoring and par stocking	Completed/Updated
5. Placement of investment of investible funds (1 Special Savings Deposit)	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

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6. Monitor/Process bonding papers of Accountable Officers (58 processed)	To comply with the Treasury Circular 02-2009, requiring the fidelity bonding of all Accountable Officers and employees	Completed/Updated
7. Prepare/Submit various reports - Report of Collections and Deposits (20) - Report of Checks Issued (84) - Report of Checks Released (45) - Report of Cancelled Checks (38) - Report of Stale Checks (3) - Report of Monthly Accountability (3)	To prepare & submit reports as required under existing rules and regulations	Completed/Updated

Prepared by:


RODOLFO ANCHETA

Manager, Financial Services Department

Noted by:


ATTY. JOY M. BALAUTILAN

OIC - Assistant Chief Operating Officer
 Admin. And Finance Sector