

ACCOMPLISHMENT REPORT

For the 1st 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: 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>800</u> Disbursement Vouchers – completed <u>11</u> Liquidation Vouchers <u>3,260</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>14</u> Purchase Orders – completed <u>12</u> Job Orders - completed <u>418</u> Travel Orders - completed <u>5</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. | December 2019 to February 2020 - remitted March 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. | December 2019 to January 2020 – reconciled February 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. | December 2019 to January 2020 – submitted February 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 | December 2019 to January 2020 – submitted February 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 December 2019 to February 2020 – prepared March 2020 – on-going BIR Form 2307 & 2306 December 2019 to February 2020 – prepared March 2020 – on-going Travel tax Collection Share to CHED and NCCA 4th quarter 2019 – submitted January 2020 – submitted February – offset to COVID-19 Fund Remittance |
| BUDGET DIVISION | | |
| 1. Deliberation of Budget Proposals for CY 2021 (by Department) with the Budget Hearing Committee | To discuss, consider and agreed upon the budget estimates proposed by the departments with the approval of the Budget Hearing Committee | Started on March 12, 2020 but discontinued due to the pandemic |
| 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, processed Purchase Requests, Purchase Order/Job Order, posted and updated ledger cards (as of March 13, 2020 only due to community quarantine because of the pandemic); prepared monitoring reports for January 1- February 28, 2020 |

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| 3. Preparation and consolidation of monthly monitoring report of expenses (CY 2019 - 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 – February 2020 report Ongoing for January 1 – March 31, 2020 report |
| 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 December 2019, January and February 2020; March 2020 reconciliation report is still ongoing |
| 5. Preparation of CY 2019 (January 1 – December 31) Actual Performance Report vis-à-vis CY 2019 Corporate Operating Budget | To determine the status of expenses and established the accuracy of the budget balances | Accomplished January – December 2019 Budget Performance Report in March 2020 |
| 6. Preparation of CY 2020 (January – March) 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. | Preparation of January - March 2019 Budget Performance Report is still ongoing |
| TREASURY DIVISION | | |
| 1. Preparation of checks (2,315 checks) | To pay promptly the Authority's obligations to its creditors | Completed/Updated |
| 2. Releasing of checks (1,996 checks) | | Completed/Updated |
| 3. Issuance of Official Receipts (491 ORs) of reservation and other collections and deposit such the following banking day (105 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 (50 booklets) | To keep custody of unused Official Receipts and ensure proper monitoring and par stocking | Completed/Updated |
| 5. Placement of investment of investible fund (6 Special Savings Deposits/High Yield 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 (48 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 <ul style="list-style-type: none"> - Report of Collections and Deposits (51) - Report of Checks Issued (100) - Report of Checks Released (50) - 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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