



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE



31 March 2025

FOR : THE REGIONAL MANAGER
Region V, Naga City
This Agency

ATTENTION : THE MANAGER
Engineering and Operations Division

FROM : THE MANAGER
Internal Audit Services (IAS)
Same Agency

SUBJECT : EVALUATION OF THE AUDIT COMPLIANCE PROGRESS REPORT (ACPR) AS OF AUGUST 2024 re: MANAGEMENT AUDIT ON PROCUREMENT PROCESS IN REGION V

Relative to your submitted ACPR, summarized below is the status of your compliance to IAS findings/observations and recommendations. Please refer to Attachment A for the details.

Compliance Status	No. of Audit Recommendations	Percentage (%) of Compliance
Fully Complied	1	4%
Inadequately Complied	16	70%
Not Yet Complied	7	26%
TOTAL	24	

As proof of your compliance, you are required to submit a copy of the following documents:

No	Document Required	Office to Comply
1	Revised desk manual with standard procurement processes such as public bidding for infrastructure projects, planning, and programming.	Regional Office and all IMOs
2	Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP) for CY 2025 (Indicative, based on NEP. Final, First and Second Revised) using OPPIS, covering	

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	Regionwide, Consolidated and Engineering Unit /End-User requirements	
3	Issued Memo to End-user/Procurement Authorized Representative (PAR) on compliance with procurement plans, roles, and OPPIS implementation	
4	Proof of OPPIS usage (screenshot or report)	
5	Certificate of Attendance to the GPPB-accredited procurement seminar/training for the newly designated BAC composition	
6	Memo on the digitalization of procurement files; proof/documentation of secured storage and filing of contract, bid, and procurement documents.	Regional Office

The following documents shall be based on two (2) completed procurement contracts/activities from January to June 2025:

No	Document Required	Office to Comply
1	Complete set of Contract Documents (certified true copy) including: <ol style="list-style-type: none"> Program of Work- Unit Derivation Cost for Manpower and Equipment Personnel Approved Budget for Contract (ABC), and Procurement documents from Request for Bidding (RFB) to Notice to Proceed (NTP) 	Regional Office and all IMOs
2	Approved NIA bid documents and Contractor's Documentary Requirements (Eligibility, Technical, and Financial)	
3	Procurement Report for GPPB Submission: <ol style="list-style-type: none"> Proof of submission of APP, PMR, and APCPI (pdf and soft copy) to GPPB; APP and APCR Posting Certification GPPB Email Acknowledgement Receipt 	
4	Procurement Notice and Documentation of Meetings and other relevant documents: <ol style="list-style-type: none"> Notice / Minutes of Meeting, Attendance Sheet, and Invitation Letter to Observer for the following: Pre-Procurement (if applicable), Pre-Bid Conference, Eligibility Check/ Open of Bids, Bid Evaluation, Post-Qualification; Reconstitution of the BAC members, Secretariat and TWG (Latest) Notification letters issued to all bidders who submitted their bidding proposals; 	

	<p>d. Resolutions of BAC adopting and confirming the TWG Detailed Bid Evaluation and declaring the LCB;</p> <p>e. Notification of Bidding results to the losing bidders</p>	
5	<p>Contractor's Documentary Requirements:</p> <p>a. Explanation letter from the BAC regarding the bidder's use of NIA letterhead during Bid opening/evaluation</p> <p>b. Proof of payment, the acknowledgment receipt from DOLE, and the approved construction safety and health program from DOLE for the contract REPAIRPIS-CIS-LCPIS-016-23.</p>	CSIMO

In view thereof, you are directed to **submit the required document and/or records to IAS, Attention: IAS Manager on the 5th working day of the ensuing month following this quarter**, pursuant to **NIA Memorandum Circular No. 7, s. 2023**, re: Submission of ACPRs.

Further, please be reminded of the Revised Philippine Government Internal Audit Manual, Part II (Practices – Introduction) Chapter 2, (Overview of the Audit Process), Section 1.4.2 (Audit Follow-Up, Resolution of the Non-Implementation or Inadequate Implementation of Audit Recommendations) which states that, "In the event of non-implementation /inadequate action auditees/process owners, the IAS recommends legal and/or management remedies for non-implementation of recommendation and inadequate preventive/corrective implementation of recommendations".

You may coordinate with Mr. Louis Albert B. Saddi via official email address at labs.ias.nia@gmail.com and/or telephone no. (02) 8926-2411 for any concerns and/or clarifications.

For your information and appropriate action.



ATTY. PEPITO L. PADILLA

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 MKEB-
 NHR-
 RLAV-
 LABS-

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AUDIT COMPLIANCE PROGRESS REPORT

PROCUREMENT PROCESS AUDIT

As of Allist 2024

REGION VAUDIT COMPLIANCE PROGRESS REPORT

REGION V AUDIT COMPLIANCE PROGRESS REPORT																	
		AUDIT VALIDATION as of August 2024															
		STATUS OF COMPLIANCE						RS OVER-ALL COMPLIANCE				REMARKS					
		CONDITION		CRITERIA		CAUSE		CONCLUSION		RECOMMENDATION		ACTIONS TO BE UNDERTAKEN / JUSTIFICATION					
		a. BAC Composition and Function (BAC Regular Member, Secretariat, TWG)															
		a. Personnel in IMO's such as CNIMO, SMIMO and ACIMO, including SWERPs, WRPO-B, and Guard have been appointed to positions such as Vice Chairman, BAC members, or Head of BAC Secretariat, even though they may have had qualification gaps for their roles.															
		ACIMO designated a provisional member with technical expertise in May 2023.						a. The IMO Revised Implementing Rules and Regulations of Republic Act No. 9184 (Updated as of 15 April 2024)		a. Due to manpower shortages, the Auditor appointed SWERPs as Vice Chairman and BAC Members, and Guards or WRPO-B as Head of the BAC Secretariat, despite lacking the required skills and qualifications stipulated by RA 9184.		a. The RO - BAC to:		RO - The Regional Office has issued a memorandum directing the IMO Managers of CNIMO and SMIMO to appoint BAC provisional members with technical expertise in infrastructure and Goods.		✓	
		b. No BAC resolution was issued to establish a Technical Working Group for the procurement of infrastructure projects.						b. The BAC's failure to adhere to management policies led to the reconstitution of the Technical Working Group (TWG) without the required approval of a BAC resolution.		b. The Auditor's inconsistent and inadequate scrutiny of procurement and bidding documents, particularly in verifying signatures, led to lapses and potential discrepancies in the procurement process.		b. The RO - BAC and its IMOs to:		RO - The recommendation will be implemented in the next reconstitution of Technical Working Group (TWG).		✓	
		c. The absence of signatures from the HOPE in the ACIMO and CNIMO as well as from the BAC Chairman and TWG members in CSIMO, on key procurement documents (RFB, ABC, APBs, Abstract of Bids, Bid Evaluation, and Post Qualification reports); undermines the reliability, validity, and transparency of assessment reports.						c. The Audit Observers - Section 13.1 of Rule V Bids and Awards Committee		c. The Auditors' inconsistent and inadequate communication among BAC members regarding updates and legal requirements led to the failure to invite BAC Observers to all procurement activities as mandated by law.		c. The RO - BAC Resolution constituting TWG.		RO - The recommendation will be implemented in the next reconstitution of Technical Working Group (TWG).		✓	
								c. The CSIMO - The Camarines Sur IMO already constituted its Technical Working Group.		c. The RO - BAC Resolution constituting TWG.		c. The RO - BAC Resolution constituting ACIMO - Audit observations not included in the ACPR.		c. The RO - BAC Resolution constituting SMIMO - The BAC of SMIMO is in the process of creating a BAC Resolution constituting TWG.		✓	
								c. The CSIMO - The CSIMO is now ensuring that all relevant bidding and procurement documents as required by regulatory guidelines and management policies are consistently signed.		c. The CSIMO - The CSIMO is now ensuring that all relevant bidding and procurement documents as required by regulatory guidelines and management policies are consistently signed.		c. The CSIMO - The CSIMO is now ensuring that all relevant bidding and procurement documents as required by regulatory guidelines and management policies are consistently signed.		c. The CSIMO - The CSIMO is now ensuring that all relevant bidding and procurement documents as required by regulatory guidelines and management policies are consistently signed.		✓	
								c. The ACIMO - Attached signed ABC and management policies.		c. The ACIMO - Attached signed ABC and management policies.		c. The ACIMO - Attached signed ABC and management policies.		c. The ACIMO - Attached signed ABC and management policies.		✓	
								c. The ACIMO - The ACIMO assures that all of the key documents will be completely signed, and other related procurement documents will be moving forward.		c. The ACIMO - The ACIMO assures that all of the key documents will be completely signed, and other related procurement documents will be moving forward.		c. The ACIMO - The ACIMO assures that all of the key documents will be completely signed, and other related procurement documents will be moving forward.		c. The ACIMO - The ACIMO assures that all of the key documents will be completely signed, and other related procurement documents will be moving forward.		✓	
								c. The ACIMO - No proof of compliance/document submitted.		c. The ACIMO - No proof of compliance/document submitted.		c. The ACIMO - No proof of compliance/document submitted.		c. The ACIMO - No proof of compliance/document submitted.		✓	
								c. The ACIMO - For all IMOs to submit procurement documents (RFB to NYF) for two (2) completed procurement projects/activities conducted from January to June 2025.		c. The ACIMO - For all IMOs to submit procurement documents (RFB to NYF) for two (2) completed procurement projects/activities conducted from January to June 2025.		c. The ACIMO - For all IMOs to submit procurement documents (RFB to NYF) for two (2) completed procurement projects/activities conducted from January to June 2025.		c. The ACIMO - For all IMOs to submit procurement documents (RFB to NYF) for two (2) completed procurement projects/activities conducted from January to June 2025.		✓	

REGION V AUDIT COMPLIANCE PROGRESS REPORT

REGION V AIR/CLIMATE COMPLIANCE PROGRESS REPORT

Audit Validation Progress Report											
Audit Validation as of August 2024											Overall Compliance
Condition	Criteria			Cause	Conclusion	Recommendation	Actions to be Undertaken / Justification				Remarks
	FC	IC	NYC	FC	IC	NYC	FC	IC	NYC	FC	IC
c. Receipt and Opening of the Bids	Objective and Process of Post-Qualification - Section 34.3 of Rule X Post-Qualification Submission for contract REPANIS-CS-CRIS-007B-23 in CSIMO lacking the jurat portion including details of valid government issued ID.	d. Inadequate procedures for verifying the accuracy and consistency of project related documents and lists pertaining to the contractor's SLCC.	Non-compliance with RA 9184 implementation and inadequate internal controls in contract document review, poses significant issues to procurement integrity. These undermine process credibility and contract equity, potentially causing delays and loss of government resources.	For BAC-CSIMO to:	Require that the Omnibus Sworn Statement and Bid Sealing Declaration Form be completely accomplished with the jurat portion.	ACIMO - The ACIMO BAC assures that, moving forward even if the SLCC for the ongoing project of the bidder is also a NIA, project, a certificate of Final Acceptance will be required. Since the required SLCC license for this project is Small B, the ACIMO has exemption as stipulated in the RA 9184.	No proof of compliance/document submitted.				
d. Preliminary Examination of Bids / Bid Evaluation	Discussions on final technical specifications with the initial bidders were not documented in the meeting minutes.	e. The auditee failed to conduct a thorough evaluation of the bids and documents submitted by bidders, as evidenced by the absence of a detailed report on how the lowest calculated bid (LFB) was determined.	f. Inadequate validation, verification, and inspection processes for key personnel and construction equipment assigned to projects resulted in overlapping personnel assignments, acceptance of personnel who did not meet the qualification requirements, deficiencies in critical details, and inconsistencies in the list of contractors' equipment.	For BAC-RO and its IMOs to:	Strictly observe thorough validation and clarification of bids to prevent recurrence of procurement lapses. This includes adhering to established documentary requirements such as SLCC statements, and certificate of final acceptance.	For BAC-RO and its IMOs to:	ACIMO - The ACIMO BAC assures that, moving forward even if the SLCC for the ongoing project of the bidder is also a NIA, project, a certificate of Final Acceptance will be required. Since the required SLCC license for this project is Small B, the ACIMO has exemption as stipulated in the RA 9184.	For All offices to submit SLCC with support documents for two (2) completed procurement projects/activities conducted from January to June 2025.			
e. Bid Evaluation	The date of the conduct of the bid evaluation and its write up does not provide complete details or describe the process undertaken to determine the lowest calculated bids and their ranking in the Bid Evaluation report as illustrated below.	g. The BAC's inconsistent adherence to required procurement documents at each stage of the process (submission and receipt of bids, preliminary submission of bids, bid evaluation, post qualification, Notice of Read and Notice to Proceed) resulted in procedural lapses and non-compliance with regulatory standards.	h. Minutes of meeting for pre-bid conference indicating the discussions on final technical specifications with the initial bidders (Annex F)	For BAC-RO and its IMOs to:	RO. Minutes of meeting for pre-bid conference indicating the discussions on final technical specifications with the initial bidders (Annex F)	RO. Minutes of meeting for pre-bid conference indicating the discussions on final technical specifications with the initial bidders (Annex F)	RO. Minutes of meeting for pre-bid conference indicating the discussions on final technical specifications with the initial bidders (Annex F)	Only the RO submitted the TWG's discussions on the final technical specifications with the initial bidders.			
	a. The approval of the Bill of Quantities for REPANIS-CS-CRIS-008-23 in CSIMO occurred despite discrepancies in the total cost and allocated quantities for canalization works, which were not documented in the report.	b. The original bid amounts and discounts offered by the bidders for AL-REPANIS-006-23IMP in ACTMO were not indicated in the Abstract of Bids.	c. Bidding Documents: Bid Data Sheet of the invitation to Bid Clause 10.4 (Synopsis) specifies that separate individuals are required to perform the roles of Project Charge / Engineer, Foreman, Materials Engineer, Safety Officer for the project's key personnel. Clause 10.4 (Alay) specifies that separate individuals are required for the roles of Project Engineer, Materials Engineer, Safety Officer, Foreman, Skilled Worker (2), Non-Skilled Worker - 30	For BAC - SCSSIMO and ACTMO to:	CSIMO - The BAC will incorporate all the necessary details on the bid evaluation in a form of narrative report to ensure its transparency in case there are inquiries from the different sector especially to all bidders	CSIMO - The BAC will incorporate all the necessary details on the bid evaluation in a form of narrative report to ensure its transparency in case there are inquiries from the different sector especially to all bidders	ACTMO - The ACTMO duly acknowledged and sees to it that in the future bidding processes, the declared discounted amount of the prospective bidders will be indicated in the Abstract of Bids	Only the RO submitted the TWG's discussions on the final technical specifications with the initial bidders.			
	In addition, discrepancies in the BOQ and the winning bidders' claim of no applied discounts raise concerns about the accuracy, transparency, and completeness of the bid documentation.	Clause 11.1 states that the Contractor shall submit the Program of Work to the Procuring Entity's Representative within [insert number] days of delivery of the Notice of Award.	For CSIMO to submit the following procurement documents for two (2) completed procurement projects/activities conducted from January to June 2025.	1. Abstract of Bids as Read and Calculated 2. Bid Evaluation Report 3. BAC Resolutions (Approved by HOPE).	ACTMO submitted Abstract of Bid as Read for original and discounted bid.	For CSIMO to submit the following procurement documents for two (2) completed procurement projects/activities conducted from January to June 2025.	ACTMO - The ACTMO duly acknowledged and sees to it that in the future bidding processes, the declared discounted amount of the prospective bidders will be indicated in the Abstract of Bids	For All offices to submit SLCC with support documents for two (2) completed procurement projects/activities conducted from January to June 2025.			

REGION V AUDIT COMPLIANCE PROGRESS REPORT

REGION V AUDIT COMPLIANCE PROGRESS REPORT

REGION V AUDIT COMPLIANCE PROGRESS REPORT																		
AUDIT VALIDATION as of August 2024											R5 OVER-ALL COMPLIANCE							
STATUS OF COMPLIANCE										REMARKS								
CONDITION	CRITERIA	CAUSE	CONCLUSION	RECOMMENDATION	ACTIONS TO BE UNDERTAKEN / JUSTIFICATION		RO	CSIMO	CHIMO	AICIMO	SMIMO							
b. The ongoing contracts, including awarded contracts yet to be started for Projects-CS-RIB04-23 in CSIMO, were not declared in the list of all ongoing government and private contracts, as shown below. Hence, the value of outstanding computation of NFCC.	c. Inconsistency between the contractors' pledged personnel competence and the actual staffing requirements outlined in the Bid Data Sheet (BDS).	c.1. In project RRBINIS23-SR-01-23 at the SMIMO, key personnel were assigned multiple roles (Project Manager, Project Engineer, Materials Engineer, and Construction Safety Officer), which deviated from the Bid Data Sheet (BDS) requiring distinct individuals for each role.	c.2. The contractor's list of key personnel assigned to project AL-REPNIS-006-23 NF in the AICIMO did not include the skilled and non-skilled workers as specified in the BDS.	c. The substituted list of pledged construction equipment did not meet the specified contract requirements regarding the Equipment Utilization Schedule and lacked essential details as outlined in the bid data sheet.	SMIMO: Based on the file, upon the conduct of post qualification last March 3, to validate and ascertain all statement made by the contractor, the LCB Bidder failed to present the equipment owned, leased and/or under purchase agreement that is pledge to the contract.		FC	IC	NYC	FC	IC	NYC	FC	IC	NYC	FC	IC	NYC

REGION V AUDIT COMPLIANCE PROGRESS REPORT

REGION V AUDIT COMPLIANCE PROGRESS REPORT

AUDIT VALIDATION as of August 2024										R5 OVER-ALL COMPLIANCE			REMARKS			
CONDITION		CRITERIA		CAUSE		CONCLUSION		RECOMMENDATION		ACTIONS TO BE UNDERTAKEN / JUSTIFICATION		STATUS OF COMPLIANCE				
		FC	IC	NYC	FC	IC	NYC	FC	IC	NYC	FC	IC	NYC	FC	IC	NYC
3.3 PROCUREMENT TIMELINE	a. The absence of indicated dates for the conduct of bid evaluation and post-qualification reports compromises the accuracy of the reported procurement timeline, which is crucial for verifying compliance with approved procurement schedules during the audit.															
b. The Notice of Award in PhilGEPS in CNIMO and CSIMO were executed 13 to 25 days beyond the prescribed period																
c. Contract preparation and signing exceeded the prescribed timelines by 1 to 18 days after BAC Resolution approval by the DOPE in audit samples from CNIMO, CSIMO, ACIMO, and SMIMO."																

REGION V AUDIT COMPLIANCE PROGRESS REPORT

AUDIT VALIDATION as of August 2024												R5 OVER-ALL COMPLIANCE	REMARKS	
STATUS OF COMPLIANCE														
CONDITION	CRITERIA	CAUSE	CONCLUSION	RECOMMENDATION	ACTIONS TO BE UNDERTAKEN / JUSTIFICATION	RO	CSIMO	CNIMO	ACIMO	SMIMO	NYC			
						FC	IC	NYC	FC	IC	NYC	FC	IC	NYC
PROCUREMENT MONITORING REPORT AND TRANSPARENCY														
4. ANNUAL PROCUREMENT PLAN (APP), PROCUREMENT MONITORING REPORTS (PMR), and ANNUAL PROCUREMENT COMPLIANCE and PERFORMANCE INDICATOR (APCI)														
a.	The BAC Secretariat in the Regional Office and its offices failed to submit complete procurement documents (such as APP, PMR and GPPB confirmation reports). This incomplete submission hampers the verification of procurement process compliance and transparency. (Exhibit No. 5 & 31)	a. Government Procurement Policy in the Posting and Submission of Annual Procurement Plans, Procurement Monitoring Reports and Agency Procurement Compliance and Performance Indicator Results.	In item 3.0 states that all Procuring Entities (PES) shall also submit their respective Annual Procurement Plans (APPs), Procurement Monitoring Reports (PMRs), and Annual Procurement Compliance and Performance Indicator (APCI) Results, duly approved by the Head of the Procuring Entity (HoPE), via electronic mail in both Microsoft Excel and Portable Document Format (PDF) files.	For the Regional Office – BAC and IMO to ensure timely submission of complete procurement documents in accordance with GPPB Circular 02-2020. File copies of confirmation receipts from the Government Procurement Policy Board (GPPB) for safekeeping and compliance purposes.	RO - The BAC will comply with the recommendation by ensuring timely submission of complete procurement documents in accordance with GPPB Circular 02-2020	✓	✓	✓	✓	✓	✓	✓	No proof of compliance/document submitted.	
b.	The Procurement Monitoring Report (PMR) fails to accurately specify actual dates for the Bid Evaluation and Post Qualification processes in RO and its offices. (Exhibit No. 18 & 21)	b. The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (Updated as of 15 April 2024); Governing Principles on Government Procurement – Rule 1 - General Provisions Section 3.d states that public monitoring of the procurement process and the implementation of awarded contracts aim to ensure that contracts are awarded in accordance with the provisions of the Act and its IRR, and that all contracts are performed strictly according to specifications.	In item 3.0 states that public monitoring of the procurement process and the implementation of awarded contracts aim to ensure that contracts are awarded in accordance with the provisions of the Act and its IRR, and that all contracts are performed strictly according to specifications.	a. The BAC's failure to adequately monitor procurement reports resulted from the absence of confirmation receipts from the GPPB acknowledging receipt of the reports and the resubmission of the APCI in an incorrect format to the GPPB.	RO - The BAC will comply with the recommendation by ensuring timely submission of complete procurement documents in accordance with GPPB Circular 02-2020	✓	✓	✓	✓	✓	✓	✓	For RO, CSIMO, ACIMO, SMIMO, and IMO to submit the following procurement reports for the CY 2025 projects to be submitted to GPPB:	
													1. APP (Indicative) 1st & 2nd Sem 2. PMR (1st and 2nd Sem) 3. APCI (for 2024) 4. Email confirmation/acknowledgment receipt from GPPB 5. APP and PMR Posting Certificate	
													No proof of compliance/document submitted.	
													For all offices to submit (for two (2) completed procurement projects/activities conducted from January to June 2025) the following:	
													1. PRR 2. Bid Evaluation Report 3. Post Qualification Report	
													SMIMO: The BAC is in the process of creating a new format of Bid Evaluation and Post Qualification Report to be used in future procurements at hand complete with necessary details and documentary photos.	

REGIONAL AUDIT COMPLIANCE PROGRESS REPORT

CONDITION	CRITERIA	AUDIT VALIDATION as of August 2024						RS OVER-ALL COMPLIANCE	REMARKS		
		STATUS OF COMPLIANCE			ACTIONS TO BE UNDERTAKEN / JUSTIFICATION						
		RO	CSIMO	CNIIMO	ACIMO	SMIMO	FC				
FC	IC	NYC	FC	IC	NYC	FC	IC	NYC	FC	IC	NYC
5. TRAINING AND CAPACITY BUILDING											
a. There were limited GPPB procurement training and capacity development activities for relevant personnel across the Regional Office and its offices. (Exhibit No. 32)	The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (Updated as of 15 April 2024). Governing Principles on Government Procurement – Rule 1 - General Provisions Section 16. The HPPB shall ensure that the BAC, its Secretariat, and TWG members, including other relevant procurement personnel, are sent to attend procurement training or capacity development programs. Within six (6) months upon designation, the BAC, its Secretariat and TWG members should have satisfactorily completed such training or program conducted, authorized, or accredited by the Government Procurement Policy Board (GPPB) through its Technical Support Office (TSO).	The GPPB training proposal in CY 2023 was not implemented due to the unavailability of the GPPB resource speakers.	The absence of adequate training for procurement personnel elevates the risk of procedural errors, legal non-compliance, and potential instances of fraud or corruption, emphasizing the urgent necessity for enhanced capacity development initiatives to ensure adherence to regulations and procurement transparency in procurement processes.	For the Regional Office – BAC and its accredited training programs to develop the proficiency of BACs, BAC Secretaries, TWSs, and Procurement Units. Ensure timely completion of accredited procurement training or capacity development program for designated personnel within six months. Encourage the BAC, TWSs, and Procurement Units to participate in similar training activities to enhance procurement understanding and compliance.	RO - The Regional Office will conduct a GPPB-accredited training program in November 2024. This program aims to enhance the skills of BACs, BAC Secretaries, TWSs, and Procurement Units. Additionally, some of the BAC members, TWG and BAC Secs. RO and ACIMO have attended a training on the updates of RIRR RA 9184 last July 24-26, 2024 conducted by Bicol University - GPPB at Legazpi City.	RO - The Regional Office will conduct a GPPB-accredited training program to enhance the skills of BACs, BAC Secretaries, TWSs, and Procurement Units. Additionally, some of the BAC members, TWG and BAC Secs. RO and ACIMO have attended a training on the updates of RIRR RA 9184 last July 24-26, 2024 conducted by Bicol University - GPPB at Legazpi City.	Only RO and CNIIMO submitted the Certificate of Completion/Participation for the BAC members, TWSs, and BAC Secretariat who attended the training, still pending submission from ACIMO, CSIMO and SMIMO.				
6. SAFERKEEPING OF PROCUREMENT DOCUMENTS											
a. The invitation to Bid for contract numbers RRBNIS 23-SR-01-23 and ISR23-SR-01-23 in single contract document (Exhibit No. 33)	The Contract Agreement for the Construction of Revetment Concrete of Canal Lining at Lateral B, and Fabrication & Installation of Steel Gates at diversion Dam of Calao RIS along with the Notice of Award for the Repair of Diversion Works, Construction of Canal Structures, and Canalization of Lalon CFS in CSIMO which are distinct projects were found attached in a single folder. (Exhibit No. 34)	a. The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 BAC Secretariat/ Procurement Unit	a. Insufficient adherence to established rules and regulations may result in notable lapses across various stages of the procurement process.	Inadequate compliance and inconsistent adherence to ISO-QMS regulations may increase the probability of document loss and misplacement.	RO - The BAC will comply with the conversion of all official and relevant documents into electronic digital files.	RO - The BAC will comply with the conversion of all official and relevant documents into electronic digital files.	No proof of compliance/document submitted.				
b. The Contract Agreement for the Construction of Revetment Concrete of Canal Lining at Lateral B, and Fabrication & Installation of Steel Gates at diversion Dam of Calao RIS along with the Notice of Award for the Repair of Diversion Works, Construction of Canal Structures, and Canalization of Lalon CFS in CSIMO which are distinct projects were found attached in a single folder. (Exhibit No. 34)	Section 14.1 (d) Take custody of procurement documents and other records to ensure that all relevant procurements undertaken by the Procuring Entity are properly documented.	b. The inadequate implementation of backup procedures for contract documents has led to their unavailability for review, creating significant challenges in accessing essential documentation necessary for thorough and timely reviews.	b. The inadequate implementation of backup procedures for contract documents has led to their unavailability for review, creating significant challenges in accessing essential documentation necessary for thorough and timely reviews.	For Regional Office – BAC and its IMOs, tu:	The BAC always retain hard copies of contract documents.	CSIMO - The BAC will ensure the safekeeping of all procurement documents by storing it through electronic file copy and hard copies which is stored at the designated BAC room	For RO and all IMOs to submit proof of digital files stored in the computer for all bidding documents for two (2) completed procurement projects/activities conducted from January to June 2025, along with documentation of the storage room and filing system for contract/bid/prourement documents.				
c. Insufficient secure storage facilities or filing systems designed to safeguard sensitive contract documents.	QMS Manual (ISO: 9001:2015; Core Processes)	c. Insufficient secure storage facilities or filing systems designed to safeguard sensitive contract documents.	c. Insufficient secure storage facilities or filing systems designed to safeguard sensitive contract documents.	SMIMO:	1. The contract documents were properly filed and completeness of attachments were carefully observed after the time of audit						

REGION V AUDIT COMPLIANCE PROGRESS REPORT

AUDIT VALIDATION as of August 2024										R5 OVER-ALL COMPLIANCE			REMARKS			
CONDITION		CRITERIA		CAUSE		CONCLUSION		RECOMMENDATION		ACTIONS TO BE UNDERTAKEN / JUSTIFICATION		STATUS OF COMPLIANCE				
		FC	IC	NYC	FC	IC	NYC	FC	IC	NYC	FC	IC	NYC	FC	IC	NYC
c.	Some contract and relevant documents in the CSIMO and SMIMO were stored in open cabinets, making them prone to misplacement and accessible to unauthorized personnel. (Exhibit No. 35)	In Paragraph 3 of the Core Processes of NIA QMS ISO 9001:2015, it is stated that specific guidelines and procedures are established, which will be the basis of document review, approval, and issuance of changes.	d. Some documents were scattered throughout the Surgeon office due to ongoing renovations.	Inadequate compliance and inconsistent adherence to ISO-QMS regulations may increase the probability of document loss and misplacement.	For SMIMO - BAC to: Enforce rigorous document filing procedures throughout the procurement process to align with MC 38 s. 2024.	2. The contract documents for RBEIS-SR-03-23 and RBEIS-SR-0523 were properly filed and completeness of attachments were carefully observed after the time of audit 3. Contract documents of SMIMO were temporarily kept and secured in the BAC Room while the construction of new office building which includes the new BAC archive room is being undertaken	RO	CSIMO	CNIMO	ATMO	SMIMO	RO	CSIMO	CNIMO	ATMO	SMIMO
c.	NIA Memorandum Circular 38 s. 2024; Updates on the Maintenance and Retention of Documented Information	Quality Procedures on Maintenance and Retention of Documented Information	ISO 9001:2015 - Quality Management System Manual (QMS) ISO 45001:2018	8.2.6 Storage and Preservation Documented information is kept in appropriate locations to minimize physical deterioration, damage, and loss.												
Total																
Overall Compliance rating:										1	16	7	24			
4% 67% 29%																

Evaluated by:
Louis Alfonso Sadi
 Internal Control Officer A

Reviewed by:
KATHLEEN E. BARRERA, MDM
 Manager, Organization and Management Audit Division
 HIR-PA
 FLAV-fav

Noted By:
ATTY. PAPITO L. PADILLA
 Manager, Internal Audit Services

[Signature]