



REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY

Annex A

AGENCY ACTION PLAN and STATUS of IMPLEMENTATION  
Audit Observations and Recommendations  
For the Calendar Year 2018  
As of June 24, 2019

Ref	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/Non-Implementation, if applicable	Action Taken/Action to be Taken
			Action Plan	Personnel/Division Responsible	Target Implementation Date				
					From	To			
1	<p><b>Disposal of unserviceable properties with a carrying amount of ₱98,103.15 was not undertaken in CY2018.</b></p> <p>Based on the submitted Report on the Physical Count of the Property, Plant and Equipment (RPCPPE) as of December 31, 2018, various properties with a total carrying amount of ₱98,103.15 were identified as</p>	Require the Disposal Committee to immediately dispose the identified unserviceable properties.	Convene the Disposal Committee upon receipt of the IIRUP and recommend the disposal of the identified properties to PNVSCA Management.	Rudy R. Carlos Elisa D. Bautista  Disposal Committee  Director/Officer-in-Charge	01-Jan-19	31-Jul-19	On-going	The Disposal Committee has yet to convene due to conflict of schedules.	The Property Officer has already prepared the required IIRUP and the Disposal Committee will convene on or before 5 July 2019 to evaluate and recommend the mode of disposal of the identified properties.

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	unserviceable and for disposal. However, the Inventory and Inspection of Unserviceable Properties (IIRUP) was not prepared by the Property Officer and the subject PPEs were not promptly disposed contrary to Section 79 of PD 1445.								
2	<p><b>No inventory tags/stickers were attached to 123 PPEs amounting to ₱4.191 million, contrary to sound internal control over property management.</b></p> <p>Upon ocular inspection, a total of 123 PPE items were not labelled or</p>	Label all properties with inventory tags/stickers for a more facilitative tracking and identification of PPE item.	The Management has instructed the Property Officer to label all PPEs of the Agency with the required inventory tags/stickers in compliance with COA Circular No. 80-124.	Rudy R. Carlos Elisa D. Bautista	01-Jan-19	24-Jun-19	Fully Implemented	The Property Officer has already labelled all PPEs of the Agency with the required inventory tags/stickers in compliance with COA Circular No. 80-124.	



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	tagged to facilitate PPE tracking, identification and ownership recognition.								
3	<p><b>27 out of the 115 total PPEs issued to end-users were not supported with PAR, and some were not updated every time there is a change in accountability or custodianship.</b></p> <p>PARs for 27 PPE items with a total carrying amount of ₱476,863.07 were either not properly maintained or updated by the Property Officer</p>	Maintain and update PAR to monitor and control accountability over the issuance of PPE to end-users in accordance with Section 21, Chapter 10, Vo. I of the GAM.	The Management has instructed the Property Officer to update the PAR issued to the twenty-seven (27) permanent employees of the Agency.	Rudy R. Carlos Elisa D. Bautista	01-Jan-19	24-Jun-19	Fully Implemented		The Property Officer has already updated the PAR issued to the permanent employees of the Agency in accordance with Section 21, Chapter 10, Vo. I of the GAM.





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	whenever there is a change in accountability. Hence, property accountability could not be readily identified.								
4	<p><b>Eight units of ICTE totaling ₱313,664.00 purchased and delivered on September 2018 were not yet distributed to the intended users.</b></p> <p>Eight (8) units of ICT equipment purchased were not distributed to the intended users as of February 20, 2019. Moreover, the warranty period had already lapsed for the months that the units</p>	Issue immediately the eight (8) units of ICT equipment to the proposed end-users to maximize its use and avail of the remaining warranty period if repair or change of parts is needed in the future.	The Management has instructed the Property Officer to issue immediately the eight (8) ICT equipment to the identified end-users.	Rudy R. Carlos Elisa D. Bautista	01-Jan-19	24-Jun-19	Fully Implemented		The Property Officer has already issued the eight (8) ICT equipment to the identified end-users including the corresponding Property Acknowledgement Receipt (PAR).



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	were idle, hence, could no longer be availed of in the future should some parts turned out to be defective and needs repair.								
5	<p><b>Significant delays were noted in the completion of procurement process for publications, audio visual presentation and radio plug due to management's lack of staff and capability to work on it promptly.</b></p> <p>a) Delay in the completion of four different publications ranges from three months to one year from the date the</p>	<p>Management to meticulously plan their procurement activities and to: (a) designate personnel directly involve in fast tracking publications; (b) ensure that write-ups and sample lay-outs are ready prior to sourcing of possible suppliers; in order to comply with Section 7.1, Article II of the Revised Implementing Rules and Regulations of RA No. 9184.</p>	<p>The Management shall carefully plan its future procurement activities and consider proper phasing and possible contingencies.</p>	<p>Director/Officer-in-Charge</p> <p>Rudy R. Carlos Elisa D. Bautista</p> <p>Bids and Awards Committee</p>	01-Jan-19	24-Jun-19	Fully Implemented	<p>The Chairperson of the Bids and Awards Committee has ensured that write-ups and sample lay-outs are ready prior to awarding to identified providers.</p> <p>Publication requirements such as lay-outing, which could not be handled by PNVSCA staff either due to the volume of work assigned or lack of/insufficient knowledge, will be outsourced to facilitate the project.</p>	



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	<p>Purchase Order (PO) was received by the supplier. The cause of delay was due to management's lack of staff and capability to submit promptly the lay-out and write-ups to the hired printer of the printed publications.</p> <p>b) Delay in the procurement of Audio-Visual Presentation and Radio Plug was attributed by the Management to its inability to schedule a meeting with PIA and CSC to present the output; intervening activities</p>							<p>The timelines for the completion of procurement activities will be prudently planned to comply with Section 7.1, Article II of the Revised Implementing Rules and Regulations of RA No. 9184.</p>	






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	of the assigned staff; and volume of activities of the concerned division which need to be prioritized due to the Agency's commitment to external parties. The final approval by the Management of the drafts for the video and radio plug was also identified by COA as the cause of delay.								

Agency sign-off:

  
CORAZON M. MACARAIG  
Officer-in-Charge

6/24/2019  
Date