

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 66, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR; ASSISTANT ADMINISTRATORS;
DEPARTMENT/STAFFS HEADS; REGIONAL IRRIGATION MANAGERS;
HEADS OF FOREIGN-ASSISTED PROJECTS; OPERATIONS MANAGERS;
HEADS OF PROVINCIAL IRRIGATION OFFICES; IRRIGATION
SUPERINTENDENTS AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : COMMISSION ON AUDIT CIRCULAR NO. 93-404

Quoted hereunder in full is COA Circular No. 93-404
for your implementation.

"Republic of the Philippines
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

T O : All Heads of Departments, Bureaus, Agencies
and Offices of the National Government; Provin-
cial Governors and City and Municipal Mayors;
Managing Heads of Government-Owned and/or
Controlled Corporations; COA Assistant
Commissioners and Directors; Heads of COA
Auditing Units; and Others Concerned.

SUBJECT : Reporting requirement in case of losses of
documents evidencing financial transactions
and/or records of accountabilities.

The records show an increasing number of requests for
the write-off of accountabilities on the alleged ground of
loss of documents evidencing financial transactions and/or
records of accountabilities. In most cases, the Heads of
the Agencies concerned cannot show proof that the losses
were reported to the COA Resident Auditors, or that an
investigation has been undertaken to determine the
circumstances surrounding the losses and to pinpoint the
officials responsible therefor.

The records further show that the amounts of the
accountabilities requested to be written-off have increased
significantly, such that unless proper safeguards are
adopted the government will continue to suffer similar
losses based on the same ground of loss of documents or
records.

To safeguard public interest, agencies of the government are required to take the following measures in the event of loss of documents evidencing financial transactions and/or records of accountabilities:

1. Submit to the COA Auditor within thirty (30) days from loss, a report briefly narrating the circumstances thereof. The report should include a detailed inventory of the lost documents or records;

2. Conduct an investigation to pinpoint the official/s and employee/s liable for the loss, and to institute the appropriate action on the basis thereof.

No request for the write-off of accountabilities shall be reviewed/evaluated by the Commission unless accompanied by the following documents:

a) Copy of the report and/or notice of loss to the COA Auditor;

b) Copy of the investigation report narrating the cause(s) of loss of the documents or records, and pinpointing the official/s and employee/s liable therefore.

Requests for write-off must be submitted to the COA Director concerned through the COA Auditor, who is hereby instructed to verify as far as practicable the allegations of management, and undertake an evaluation of the internal control system of the Agency.

The evaluation must focus on the weaknesses of the internal control system which gave rise to the loss of the documents or records, and the steps undertaken by management to prevent the occurrence of similar losses.

This Circular shall take effect immediately.

(SGD.) PASCASIO S. BANARIA
Chairman

(SGD.) ROGELIO B. ESPIRITU
Commissioner

(SGD.) SOTRONIO B. URSAL
Commissioner"

Be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA
Administrator

15 November 1993