


NAME OF AGENCY: CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS									
Golden Shell Pavilion, Roxas Blvd. cor. Sen Gil Puyat Ave., Pasay City									
AGENCY ACTION PLAN and STATUS OF IMPLEMENTATION									
For Calendar Year 2015									
As of 30 November 2016									
Reference	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 / Mangement Comments	Person/De p't. Responsible	Target Implementation Date				
					From	To			
AOM No. 2015-01-(15) dated 18 December 2015	Advance payments made to consultants and suppliers were not in accordance with Section 88 of PD 1445, thus, exposing CITEM to losses in case of default on the part of suppliers/consultants. Php 5,916,103	Comply strictly with Section 88 of PD 1445 and stop the practice of paying in advance any contract, except upon a certification by the head of the agency concerned to the effect that the services or supplies and materials have been rendered or delivered in accordance with the terms of the contract and have been fully inspected and accepted.	For downpayment to contractor overseas, this is to guaranty that they will provide the service, as a condition in their contract. For local suppliers and contractors, processing of initial payments were released only after equivalent service have been rendered. Henceforth, processing of payments should only be upon submission of certificate of equivalent service rendered.	Finance			Full		Complied
AOM No. 2015-02-(15) dated 28 December 2015	DA Pavilions for the 10th IFEX 2015 issued to only one contractor, manifesting splitting of contract which is contrary to Section 54.1 and 52.1 of RA 9184. Php 1,246,960	To submit justification on the apparent splitting of the subject job orders and the reason for not conducting public bidding.	There was no intention to short-cut the process or to effect splitting of contracts. Each of the pavilions was initially placed at different locations/floors and bided separately and independently through small value procurement. DA had a last-minute instruction to unify all exhibitors under DA Pavilion.	EDD (Norman Bagulbagul)		Dec-16	Full	COA requests for supplemental justifications and supporting documents.	Complied
		Comply strictly with Sections 52.1 and 54.1 of RA 9184 on the modes of procurement.	Recommendations are noted for implementation.				Full		Complied

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Reference	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reason for Partial/Delay /Non-implementation, if applicable	Action Taken / Action to be taken
AOM No. 2016-03-(15) dated 17 March 2016	Unadjusted/unbooked reconciling items resulting in net understatement of Cash in Bank balance by P2,079,724.76 with long outstanding bank errors of P111,562.34	Require adjustments of all book reconciling items for the said accounts as well as the bank errors that have not been corrected. Coordinate with the bank to implement necessary adjustments.	Long outstanding bank errors are already adjusted in January 2016 based on the results of Finance's communication with the bank. The rest of the reconciling items shall be taken up in 2016.	Finance		Dec-16	Partial		To continue reconciliation and adjustments.
		Ensure timely recording of transactions and take up the reconciling items in the books on the following month.	Recommendations are noted for implementation.				Full		Complied
AOM No. 2015-04-015 dated 12 April 2016	Net discrepancy of Finance records and Administrative Services records of PPE in the amount of P.498M (from P1.799M 2014 AOM)	Cause the reconciliation of balances per books and physical count. Make the necessary adjustment in the books and/or inventory report.	Accounting shall continue to reconcile its records with Property Division. Substantial amounts/items were identified. Appropriate caution and documentation, however, is being observed before an adjusting entry is made in the books.	Finance		Dec-16	Partial	Lack of supporting documents such as notice of disposal hinders Accounting to make an adjusting entry in the books.	To continue reconciliation and adjustments.
		Adjust depreciation expense and accumulated depreciation	Adjusted in 2016				Full		
AOM No. 2016-005-(12) dated 18 April 2016	Unused Funds from DA (2001) (P333,629) and DOST-PCIERD (2002) (P128,343)	Reconcile balances with the source agencies.	Agencies have verbally confirmed that CITEM has no outstanding balances in their books. However, they could not provide certifications as these accounts have already been recorded as expense.	Finance			Full		To issue checks.
		Make the necessary adjustments in the books and/or return any unused funds found after reconciliation.	To issue checks for the said agencies.				Full		Complied

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For Calendar Year 2015									
As of 30 November 2016									
Reference	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reason for Partial/Delay /Non-implementation, if applicable	Action Taken / Action to be taken
		Comply strictly with COA Circular No. 94-013 and return immediately any unused funds after completion of the projects.	To issue checks for the said agencies.				Full		Complied
AOM No. 2016-005-(12) dated 18 April 2016	2015 Performance	Adopt a risk assessment and management process and regularly monitor exhibitors' sales as a tool in the measurement of accomplishment on the projects. Monitor sales under negotiation to find out actual accomplishment on sales generated during the previous years.	To strengthen monitoring efforts.	CORPLAN / Operations			Partial		Partially implemented
		Review expenditures with significant increases and their impact on target accomplishments.	Recommendations are noted for implementation.				Partial		Partially implemented
		Adopt strategies to do away with unnecessary expenditures, and increase participation fees and other revenues to avoid financial losses and protect government funds.	Recommendations are noted for implementation.				Partial		Partially implemented
									
		AURELIA O. CRUZ							
		OIC - Corporate Services							