

Sector: DEVELOPMENT ADMINISTRATION
Sub-Sector: PUBLIC FINANCE
Agency: OFFICE OF THE PROVINCIAL ACCOUNTANT

HIGHLIGHTS OF ACCOMPLISHMENTS FOR CY 2005

For the year 2005, the Provincial Accountant's Office was able to receive 22,074 vouchers and payrolls and these represented claims for, the General Fund, Special Education Fund (SEF) and Trust Fund. So PAccO average 90 vouchers and payrolls per day for 2005. Out of this total number of vouchers and payrolls, 20,533 were audited, approved and released from PAccO while 2,475 were still waiting for compliance of the lacking requirements. PAccO has also processed 2,298 purchase requests from the different offices. All of these claims accounted for the voluminous transactions lodged at PAccO so there is never a day that is not busy at PAccO. Aside from these regular claims, PAccO has also conducted the annual audit of inventories of supplies and medicines of the 10 devolved in the province. Through this audit, PAccO has suggested ways and means of improving the handling and recording of hospital inventories.

In spite of the problem on the lack of manpower due to retirement and reassignment of employees reaching up to 12, PAccO was still able to update the submission of the financial report to the Commission on Audit which includes the October 2005 Trial Balance of the General Fund and Special Education Fund, and the November 2005 Trial Balance for Trust Fund. It has also updated the submission of the bank reconciliation statements of the different banks accounts of the Provincial Government. Multi-tasking and utilizing what is left of our regular workforce nevertheless helped in order to cope up with the demand of both accounting and auditing works. The support of casual employees, On-the-Job trainees and other volunteer workers deployed at this office also played a great part so we could meet the demand of our work. In addition to this, PAccO personnel also rendered overtime services just to update auditing of claims and that of the bookkeeping.

On the Administrative aspect, PAccO has received and recorded a total of 1,113 communications and it has also sent a total of 568 communications to the different offices of the Provincial Government as part of our response or action. It has also sent demand letters twice to different individuals and organizations requiring them to liquidate granted cash advances. As we all know previous cash advances should be liquidated before another cash advance will be granted. This is one of the basic things that PAccO has to implement knowing that it is this office that will affix its signature on Box B of the Disbursement Voucher, which carries the certification of the previous cash advance being liquidated. It has also accommodated 491 request for photocopies of the different documents temporarily stored in PAccO while waiting for transmittal to COA. This is a task that requires us to retrieve the document requested which is not easy considering the volume of documents and the small bodega that we have. Aside

from this, PAccO also prepared 546 certificates for GSIS and Pag-ibig claims of employees since it is PAccO who keeps the individual ledger cards of all employees in the Provincial Government and to this, would like to emphasize that we do this manually since we are still not that computerized.

As to personnel enhancement, PAccO was able to actively participate by sending 5 key personnel to the training on Enhancing Local Public Finance Resource Mobilization and Management, a four-component training that included local and foreign benchmarking as well as the 40 day coaching. This was a training funded by the Philippine Australian Human Resource Development Facility. PAccO has learned a lot out of that training that it has implemented a new financial perspective and this give birth to the implementation of new policies and programs. We call this the "Value for Money" way of looking at government transactions. The training taught us that government could now function so much like a private enterprise by considering the return of investment (ROI) or profit in all its undertakings. The ROI is not necessarily in the form of monetary considerations but also quantified accomplishment and other success indicators, which translated to peso value. This is done in order to measure the necessity of an undertaking or an activity of an office or the office itself. In doing this, we will eventually enhance the delivery of services of the Provincial Government and hopefully this will make a big impact in governance, as this is not the traditional way of looking at government transactions.

In its desire to improve the delivery of accounting and auditing services in the Provincial Government, PAccO conducted its own Mid-year Assessment and Strategic Planning workshop last July 2005. We made sure that we were able to conduct this activity, as this is essential in the operation of any organization. We need to look back and evaluate past accomplishments before we can move on to the future learning from past mistakes so we will emerge as better worker and employees.

Presently, PAccO is working on the implementation of the Electronic New Government Accounting System (E-NGAS) and because of this work, we purchased 11 units of computers from accredited provincial suppliers and 3 units of computers and accessories from the Department of Budget and Management's PC ng Bayan program. This is done in order to prepare for the data build up of all financial transaction of the Provincial Government, which is necessary for the installation of the E-NGAS early this year. This is also a huge work considering that we will be creating a database of all employees, suppliers, inventories, other government institutions and organizations, NGOs, POs so that all transaction will be inputted to the computer in preparation for the eventual automation of the bookkeeping function of PAccO.

PLANS AND PROGRAMS

As for the plans and programs, PAccO decided that the main goal for this year 2006 would be focused on the information dissemination of the services being offered by PAccO. This is because it has been observed that PAccO happens to be the most misinterpreted office in the Provincial government. We have been the recipients of harsh comments from other

people all because everyone wants to be given priority in the processing of claims. This is really difficult for us considering that we only have a limited handful of personnel who will audit your claims and to audit is not just to affix one's signature but it is to scrutinize the claim as to its mathematical computation, completeness of supporting documents, legality and authenticity of the claims. So, we have considered the conduct of the info dissemination be our major program for 2006.