

PROVINCIAL ACCOUNTANT'S OFFICE

Mandate: Accounting and Document Review

Vision: Establish an effective accounting system and sound internal control for the Provincial Government of Isabela.

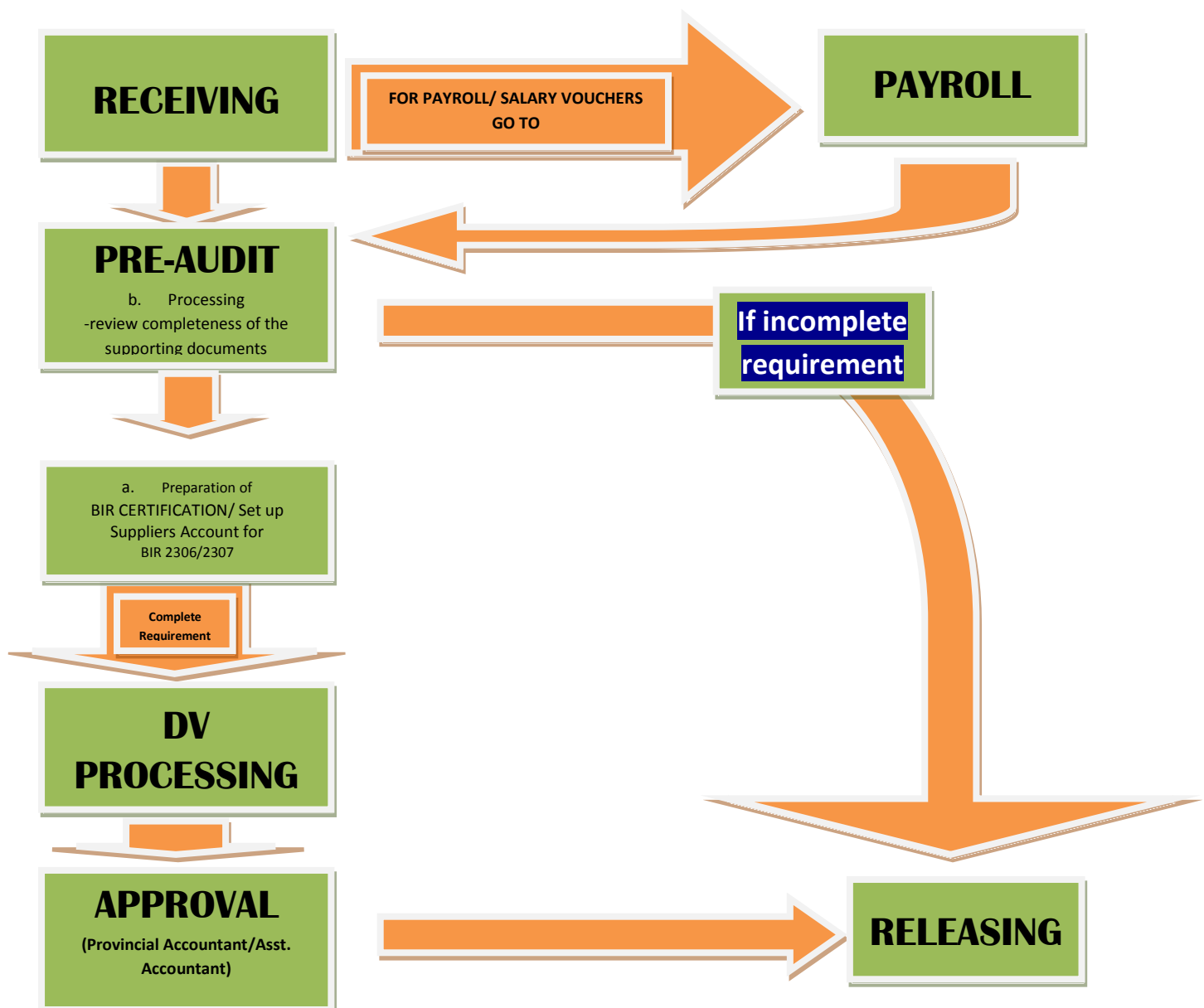
Mission: Delivery of Financial Reports within the prescribed period and review expenditures in compliance with Accounting and Auditing standards.

Organizational Outcome: Document Review/ Financial Report Preparation.

Program/ Project Activity Description	Major Final Output	Output indicators
Pre- Audit Service	Document Review/ DV Processing and Approval	Expenditures must be in compliance with the established rules and regulations and within the budget limits.
Financial Report Preparation	Accounting Services	Timely submission of reports to the COA, management and other end-users.

THIS IS HOW WE SERVE YOU

(DISBURSEMENT VOUCHER AND OTHER CLAIMS)



ACCOMPLISHMENT REPORT, 2017

A. DISBURSEMENT VOUCHER/PAYROLL PROCESSING

With the initial implementation of the e-GOV SUITE project, the DV Processing application accounted for the processing and approval of Disbursement Voucher and Payroll claims on the following funds:

General Fund (CY)	28,924 claims
(Continuing)	15 claims
General Fund (Trust/Non ObRs)	1,036 claims
Special Education Fund (CY)	42 claims
(Continuing)	20 claims
Economic Development Fund (CY)	670 claims
(Continuing)	572 claims
PRDP	22 claims
Trust Fund Proper	1,194 claims
IPHC(Local Health Care, Trust)	269 claims
Bloodbank	50 claims

B. FINANCIAL REPORT PREPARATION

The office has prepared and submitted to the Commission on Audit and all end-users the following reports and schedules:

Monthly Trial Balance of all Funds
Quarterly Statement of Financial Position
Quarterly Statement of Financial Performance
Quarterly Statement of Cash Flow
Monthly Bank Reconciliation Statements
List of General Ledgers and Subsidiary Ledgers (all accounts and all funds)
List of Subsidiary Ledgers for Special Disbursing Officers and Other Employees
Statement of Sources and Application of Funds for PRDP Projects
Monthly Report on the Receipts and Utilization of Provincial Disaster Risk Reduction Management-Calamity Fund

The office has complied with the submission of the quarterly financial reports for the Full Disclosure Policy. It has prepared 16 Liquidation Reports for national –assisted projects funded by the Department of Agriculture, Department of Energy, Department of Labor and Employment, Department of Health, PCSO and the Department of Interior and Local Government.

Support Service:

PRDP - PPMIU Finance Sub – Unit. The unit shall be responsible for the management of funds for the Programs subprojects. As of December 31, 2017, listed hereunder are the accomplishments of the Accounting Office as part of the Finance Sub Unit of PPMIU.

1. Submitted SRE and SAAF as of December 31, 2017 to RPCO 02.
2. Submitted Financial Reports like Trial Balance, Statement of Financial Position, Statement of Cash Flows as of December 2017 to COA and RPCO 02.
3. Submitted Bank Reconciliation Statements as of November 30, 2017.
4. On the part of IREAP Components, below is the latest updates on various PRDP IREAP Sub Projects of the Province.

IREAP COMPONENT

PROGRAM/SUB-PROJECT	ACTIVITIES	ACCOMPLISHMENT	DISBURSEMENT
1. Isabela Dairy Enterprise (Malaya Development Cooperative, Mallig, Isabela)	Upgrading and Expansion of dairy cattle production, processing and marketing of its milk and milk-based products through procurement of processing equipments and construction of dairy processing plant.	Dairy Processing Equipments were procured and delivered to the Proponent Group (Cooperative) for installation. Dairy Processing Plant- constructed and ready for turn-over	Total amount of disbursements for the Processing Equipments amounting to P3,010,000.00 was paid to various suppliers as of December 31, 2017.
2. Dairy Carabao Enterprise (San Agustin Dairy Cooperative, San Agustin, Isabela)	Upgrading and Expansion of carabao dairy production, processing and marketing of its milk and milk-based products through procurement of processing equipments and construction of additional milking barn	Water (Softener) Purifier was procured and delivered to the Proponent Group for installation. Other equipments for processing and marketing for delivery.	Total amount of disbursements for the Processing Equipments amounting to P2,390,400.00 was paid to various suppliers as of December 31, 2017.
3. Mungbean Production and Marketing Enterprise (San Mateo RIC Development Cooperative, San Mateo, Isabela)	Upgrading and Expansion of mungbean production, processing and marketing through procurement of production, processing, and marketing equipments and Construction of Warehouse with solar dryer for central operation	Project Support Office (PSO) already issued with No Objection Letter 2 (NOL1). PRAS and PR is on process and for signature of PBO and GOV.	
4. Mungbean Seed Production & Marketing Enterprise (Cabatuan Savings Development Cooperative, Cabatuan, Isabela)	Upgrading and Expansion of mungbean production, processing and marketing through procurement of production, processing, and marketing equipments and Construction of Warehouse with solar dryer	Project Support Office (PSO) already issued with No Objection Letter 2 (NOL1) as of December 21, 2017. IMA was already submitted to RPCO 02	
5. Tilapia Production and Marketing Enterprise (Ramcor Farmers Multi-Purpose Cooperative, Ramon, Isabela)	Upgrading and Expansion of tilapia production and marketing through procurement of production and marketing equipments and Construction of Building for Feed Storage	The business plan proposal is subject for Re RPAB by the Regional Project Advisory Board (Re-RPAB) and awaiting for the issuance of NOL1	

C. Others

1. The Office has coordinated three meetings with the Municipal/City Treasurers and Local and City Accountants for the liquidation of accounts pertaining to real Property Tax Payables and other Fund Transfers.
2. Participated in the various phases of the PGI accreditation for the ISO 9001:2008
3. Sent key employees to various seminars/workshops and conferences:

BIR Updates, Feb 10, 2017- 2 employees attended

Basic Office Communications Seminar, May 12, 2017 at the PGI Balay- 1 employee attended

Values Seminar (Pagka-tagapaglingkod), at the Balay, May 19, 2017 – 4 employees attended

Seminar on Basic Office Procedures –Netiquette/Etiquette, at the Balay, PGI October 24, 2017- 4 employees attended

National Conference/Workshop, PACTAP at Clark Pampanga, November 20-22, 2017- 1 employee attended

PICPA National Convention/Seminar, November 22-25, 2017 at PICC, Manila- 7 employees attended

4. Participated in various activities of the Provincial Government :

A. Hosted Monday Flag raising ceremony, February 6, 2017



B. Observance of E013- Conduct of activities that promote public health and safety, eliminate public risk and inconveniences and enhance preparation for typhoon season at Lanna Elementary School, Tumauni, Isabela (July 2017) .



C. Participation in the Brigada Eskwela- San Juan- Rugao Elementary Scjool (June 02, 2017)





D. Participated in the Tree Planting activity at Sitio Lagis, City of Ilagan, July 21, 2017

