



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

MEMORANDUM

NO. : 2004-014
DATE : February 24, 2004

TO : All Assistant Commissioners, Legal and Adjudication Office Directors, Cluster Directors, Regional Legal and Adjudication Directors, Regional Cluster Directors, Supervising Auditors, Team Leaders and All Others Concerned.

SUBJECT : Submission of Reports on Unliquidated Cash Advances to the Civil Service Commission, Presidential Anti-Graft Commission, Office of the Ombudsman or Department of Justice.

COVERAGE

This memorandum shall cover all cash advances as defined in Section 3.0, COA Circular 97-002, which remain unliquidated and long outstanding, except for petty cash fund.

SPECIFIC ACTIVITIES

In addition to the usual audit activities under COA Circular No. 90-331 dated May 3, 1990, restated, with amendments, in COA Circular 97-002 dated February 10, 1997, Supervising Auditors/Audit Team Leaders (SAs/ATLs) assigned in different government agencies and all others concerned are hereby directed to perform the following:

Duties of SA/ATL:

1. At the end of each quarter, starting with the last quarter of 2003, the SA/ATL shall identify outstanding cash advances, in aggregate amounts of P50,000 and above per accountable officer, aged 30 days or over from due date of liquidation;
2. The SA/ATL shall prepare a Statement of Cash Advances and Liquidations for each accountable officer (per suggested format, [Annex "A"](#));
3. The SA/ATL shall gather evidences concerning the cash advances which remain unliquidated such as, but not limited to, the following:
 - a. Appointment of the official/employee who was granted cash advance;
 - b. Designation or authority to draw the cash advance; if authorized;
 - c. Photocopy of demand letter (per suggested format, [Annex "B"](#)) and proof of receipt by the accountable officer and answer/explanation thereto, if any;
 - d. Authenticated photocopy of disbursement voucher/s pertinent to cash advances granted or equivalent;

- e. Authenticated photocopy of the paid check for the cash advance, if immediately available.
 - f. Pertinent Audit Observation Memorandum, if any;
 - g. Other relevant documents.
4. To facilitate the filing of the appropriate criminal/administrative cases, the SA/ATL shall prepare a narrative report (per suggested format, [Annex "C"](#)) on the evidences gathered and the Statements of Cash Advances and Liquidations [as shown in Annex "A" of this Memorandum].
5. Within fifteen (15) working days after the end of each quarter, the SA/ATL shall submit the narrative report and the supporting documents to the Regional Legal and Adjudication Director (RLAD), for regions outside Metro Manila, and to the Legal & Adjudication Director concerned, for Metro Manila. The COA representative to the IAAGCC Consultative Committee shall at the same time be furnished a copy of the transmittal letter covering the report.

Duties of RLAD/LAO Director:

6. Within ten (10) working days from receipt thereof, the RLAD/LAO Director shall ascertain the completeness of the documents, and immediately thereafter transmit the same for the filing of appropriate charges, as follows:
 - a. Administrative cases –
 - (1) Non-Presidential appointees – to the respective Regional Director, Civil Service Commission (CSC);
 - (2) Presidential appointees – to the Presidential Anti-Graft Commission (PAGC); and
 - (3) Elective officials – to the Office of the Ombudsman (OMB).
 - b. Criminal cases – to the OMB/DOJ
7. The RLAD/LAO Director shall at the same time furnish a copy of the transmittal letter to the COA representative to the IAAGCC Consultative Committee.

Duties of COA Representative to the IAAGCC:

8. The COA representative shall submit a monthly report to the IAAGCC Consultative Committee on the cases referred to the CSC, OMB, DOJ and PAGC. Until further orders, the Director, Legal and Adjudication Office – National, is the representative of this Commission to the IAAGCC Consultative Committee.

EFFECTIVITY

This Memorandum shall take effect immediately.


GUILLERMO N. CARAGUE
Chairman