

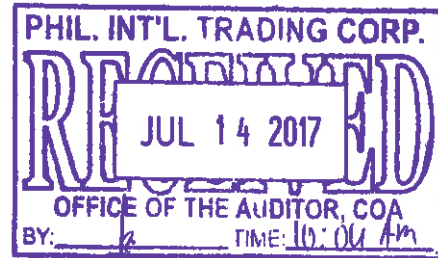


Philippine International Trading Corporation
The Office of the President



Dave M. Almarinez
President and CEO

Ref. No.: TOP/L/17-07-338
14 July 2017



MS. CORAZON D. TENORIO
Audit Team Leader
COMMISSION ON AUDIT
Office of the Auditor


Subject: **AGENCY ACTION PLAN AND STATUS OF IMPLEMENTATION**

Dear Ms. Tenorio,

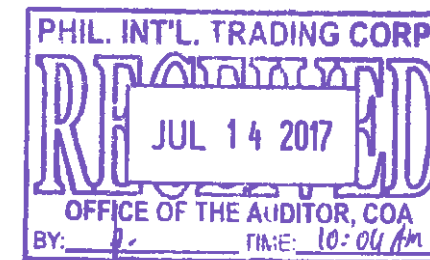
In compliance with Commission on Audit's (COA) requirement per letter dated May 18, 2017, we are pleased to submit our Agency Action Plan and Status of Implementation on COA's Comments and Observations included in Y2016 Annual Audit Report.

Thank you.

Very truly yours,


DAVE M. ALMARINEZ
President & Chief Executive Officer

PHILIPPINE INTERNATIONAL TRADING CORPORATION
AGENCY ACTION PLAN and
STATUS OF IMPLEMENTATION
 Audit Observations and Recommendations
 For Calendar year 2016
 As of July 14, 2017



Ref	Audit Observations	Audit Recommendation	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/Non-Implementation, if Applicable	Action Taken/Action to be taken
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1	<p>Deficiencies in the handling and maintenance of petty cash Fund, which is not in consonance with the provisions of COA Circular 97-002 dated February 10, 1997, thus, may expose PITC to unnecessary risk on misuse of funds.</p> <p>1.1 Regular cash examination on two Accountable Officers (AOs) showed deficiencies, as follows:</p> <p>a. Cashbooks were not properly maintained</p> <p>a.1. Cashbook of one Accountable officer did not show ending balances of each page to be carried forward as beginning balances of the succeeding page thus, the correct balance of accountability at a given date could not be determined. Moreover, the balances at the end of the month were not certified by the AO, contrary to the procedures in the maintenance of cash book under COA Circular 97-002 which state that "6.3. The AO shall reconcile the book balance with the cash on hand daily. She shall foot and close</p>	<p>We recommend that Management:</p> <p>1. Require Petty Cash Custodians to comply with the proper handling of the fund, preparation of PCVs and maintenance of the cashbook, such that:</p> <p>a. Entries in the cashbook tally with the actual amount of receipts and disbursements;</p> <p>b. PCVs for expenses submitted for replenishment pertained to actual amounts disbursed;</p> <p>c. Ending balances of each page are carried forward to ensuing pages; and</p> <p>d. Summary of expenses is properly prepared, signed by the petty cash custodian and</p>	<p>Management commented that they will ensure that the Petty Cash custodians will comply with the proper handling and maintenance of the fund. The following courses of action have been taken to remedy the deficiencies noted:</p> <p>1. The custodians as well as the Financial Analyst assigned to the group were advised to submit to the Accounting Department the Petty cash for liquidation of cash advance by the employee for review/checking before recording in their cash book and replenishment of the fund.</p> <p>2. One AO has already reduced his fund to P20,000.00 and</p>	<p>All Cash Disbursing Officer / Accounting Dept.</p> <p>All Cash Disbursing Officer / Accounting Dept.</p> <p>E. Bernardo / CBWD</p>	<p>Feb. 2017</p> <p>Feb. 2017</p>	<p>present</p> <p>present</p>	<p>On-going implementation</p> <p>On-going implementation</p> <p>done</p>		

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	<p>the books at the end of each month."</p> <p>a.2 Cash receipts for replenishments and expenses were not properly recorded in his cashbook per supporting documents such as checks and PCVs.</p> <p>a.3 The Summary of Expenses supporting the replenishment/s was not signed by the petty cash custodian nor reviewed by supervisors. Thus, accountability for the report could not be established.</p> <p>a.4 Another Accountable Officer did not maintain a cashbook but recorded his cash receipts and disbursements in an Excel file. A printed copy of his transactions was submitted to the audit team. Although the ending cash balances were correct, we noted that the AO does not print a copy of it every month, thus, the balances per month were not footed and certified as required under the above stated provision.</p> <p>b. Petty cash vouchers were processed in the absence of review by the Accounting Department contrary to the requirement of Memorandum No. TOP/M-2011-05-260 dated May 13, 2011 or the "Revised Guidelines and Procedures on Cash Advances thru Petty Cash Fund", Paragraph 2.2. of the said Memorandum which requires that "approved PCV with complete</p>	<p>reviewed by concerned supervisors.</p> <p>2. Require the AOs to submit the PCVs to Accounting Department for review/checking prior to payment pursuant to Memorandum No. TOP/M/2011-05-260 dated May 13, 2011;</p> <p>3. Consider the reduction of PCF of the AOs to avoid excessive cash on hand. Prepare an estimated monthly expenses to determine an adequate amount of Petty Cash granted to AOs;</p> <p>4. Comply with COA Circular 97-002 and replenish petty cash fund when disbursements reach at least 75% or as need arises;</p> <p>5. Revisit the provisions of Executive Order No. 298 on travel rates and apply the correct rates on per diems and other incidental expenses; and</p> <p>6. Require submission of original official receipts and other necessary supporting documents before expenses are paid.</p>	<p>returned the P10,000.00 per OR#2136 dated January 25, 2017.</p> <p>While another AO has retain her fund as it was established for the following expenses: (a) out-of-pocket expenses of TWG members/GAG Account Officers in connection with post-qualification of bidders; (b) out-of-pocket expenses of the QAIT/GAG Account Officers in connection with delivery inspection work; (c) notarial services and (d) other emergency procurement of goods and/or services (e.g. photocopying of large format documents for distribution to bidders).</p> <p>3. A new policy/guideline was done for proper use filling-up of Reimbursement Expense Receipt (RER) for local travel and new</p>	<p>V. Villanueva</p> <p>All PITC officers & staff</p>	<p>May 2017</p> <p>Feb., 2017</p>	<p>present</p> <p>present</p>	<p>done</p> <p>On-going implementation</p>	<p>Fund was reduced to P16,750 and excess fund was returned per OR#2317 and 2328 dated 05/09/17 and 05/12/17 respectively.</p> <p>A Memorandum from the Office of the President dated Jan. 31, 2017 were issued to all concerned for the claim of travel allowance and</p>	

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	<p><i>documents shall be submitted to Accounting Department for review/checking..."</i></p> <p>b.1 The review process by Accounting Department aims to determine whether the amount of PCV is correct, expenditure is within the budget, supported with necessary documents or conforms with laws and accounting rules and regulations.</p> <p>b.2 Audit, however, revealed that PCVs supposedly the petty cash disbursements recorded in the cash book were not submitted to the accounting department for review/checking. Had review been conducted the deficiencies discussed in the preceding paragraph a.2 may have been avoided. The concerned AO may have immediately reimbursed the excess amount of P214.55 and the returned fund reduced to P384.00 only instead of P1,344.00 .</p> <p>c. Verification and analysis of the PCF for the period December 16, 2015 to November 16, 2016 revealed that PCF were replenished when expenses were only 6.37% to 64% of the total cash advance, which is not consistent with Section 4.3.1 of COA Circular No. 97-002 which states that <i>"The cash advance shall be sufficient for the recurring expenses of the agency for one month. The AO may request replenishment of the cash advance when the disbursements reach at least</i></p>		computation of travel allowance in conformity with EO No. 298.					guidelines for proper use of Reimbursement expense Receipt (RER).	

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	<p><i>75%, or as the need requires, by submitting a replenishment voucher with all supporting documents duly summarized in a report of disbursements."</i></p> <p>d. Review and verification of the documents supporting the replenishment of Petty Cash Fund (PCF) showed the following:</p> <p>d.1 Some Reimbursement Expenses receipt (RER) for payment of taxi fare did not indicate the name, signature and plate number of the vehicle/taxi thus casting doubts on the validity of the amount reimbursed. Motorcycle fares, on the other hand, were not supported by RER for the reimbursement of transportation allowance.</p> <p>d.2 Parking fee was included in the claim for the cost of meals. Subject fee is already part of the incidental expenses included in the claim of per diems.</p> <p>d.3 Non-submission of estimated expenses resulted in several requests for cash advance (RCA) that were excessive, mostly 50% and more than actual expenses.</p> <p>d.4 Itinerary of Travel shows that the claim for per diems and incidental expenses were not in conformity with the rules and regulations of EO298 on Travel Law.</p>								

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	d.5 There are some disbursements with photocopy of an OR is attached not the original.								
2	<p>The Fleet Card Program which is a credit card system of Petron enrolled by PITC for its vehicles was not supported by a Memorandum of Agreement (MOA), thus the 3.5% percent handling fees on purchases charged by Petron totaling P16,485.66 for CY2016 have no legal basis while the inclusion of two defective vehicles entailed unnecessary annual fees of P300 per vehicle.</p> <p>1. PITC uses the Fleet Card Program, a credit card system of Petron which enables fleet vehicles of an agency or corporate entity to transact business anytime. Evaluation of documents submitted showed that the MOA relative to PITC applied for the fleet card program in September of 2010 and since then the company has continued to avail of the services of Petron.</p> <p>2. Review of payments made for the fleet card showed that a 3.5% of total purchases were charged by Petron as handling fees. This is in addition to the 3% imposed for late payments.</p> <p>3. The propriety of said additional charges, however, could not be ascertained due to the absence of the MOA relative to the Fleet Card Program. The audit team was informed that there was no MOA executed</p>	<p>We recommend that Management:</p> <p>1. Execute a contract or Memorandum of Agreement between the PITC and Petron to safeguard their interest; and</p>	<p>1. Management opined that the basis for the 3.5% handling fee is covered by Section 20 of the Fleet Card Application Form which states:</p> <p><i>"The provisions stipulated in this Agreement, as well as those provisions included in other materials such as Transaction Slips, Welcome Letters, Welcome Kits and other related document are made integral part of this Agreement and they can be referred to whenever necessary."</i></p> <p>2. Management further averred that since a Statement of Account are considered a "related document", this served as the basis for the payment of</p>	LAHRAD-ASD	Mar. 2017	Dec. 2017	On-going communication w/ Petron Corp.	<p>On March J, 2017, ASD has drafted a Memorandum of Agreement for signature of Petron but they refused to sign.</p> <p>On June 19, 2017 ASD requested for a meeting with Petron but no official reply from them as of this period.</p> <p>PITC is v starting to look for a new service provider for Fleet Card Services.</p>	

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	<p>between PITC and Petron. Only a photocopy of the application form for the program together with a cash bond agreement was furnished this Office. Review of the application form showed that only the 3% late payment charge was provided for in the terms and conditions.</p> <p>4. We have also noted that two defective vehicles with plate number THZ926 (Nissan Pick UP) and SEU 518 (Toyota Lite Ace) were still included in the fleet card system per Vehicle Fleet Card report submitted by PITC.</p> <p>5. Considering that the renewal of the fleet card is on a per vehicle basis, the inclusion of defective ones which were no longer used in operations, entails unnecessary costs inasmuch as these fleet cards are renewed every year at an annual fee of P300 per vehicle.</p> <p>6. It maybe noteworthy to mention that as provided for in the terms and conditions of the Petron fleet Card Program, a minimum of 10 vehicles have to be registered in the fleet system to avail of the program. Thus, if the two defective vehicles will not be included by the PITC, the present number of vehicles will not meet this requirement.</p>	<p>2. Effect the cancellation of the defective vehicles and revisit the terms and conditions of the fleet card.</p>	<p>the handling charges. Nonetheless, to be more clear and specific, we are now coordinating with Petron that the 3.5% handling fee be covered by a Memorandum of Agreement.</p> <p>Although there is an additional 3% penalty for late payments, all payments made by PITC to Petron did not include 3% penalty for late payment since we make sure that we pay on or before the due date, except for one incident last June 2016 where PITC incurred Php 4.32 late payment penalty, which was personally shouldered by Mr. Marcelo Reserva, Jr.</p> <p>3. As regards the two defective vehicles are still included in PITC's Fleet Card enrollees, Management pointed out that the Php 300 card fee is on a per</p>	LAHRAD-ASD				<p>The Petron Account Officer assigned to PITC verbally advised us that the two (2) vehicles, THZ 926 & SEP 518, will no</p>	

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			<p>annum basis and it is their intention to have said vehicles repaired/ rehabilitated so it could be used once again. However, they are encountering difficulties in obtaining PhilGEPS-registered motor shops. Representations have been made with Petron to request the waiving of the card fees for these two vehicles while they are not in use.</p>					longer be included on the billing for Fleet Card fees this September 2017.	
3.	<p>Control weaknesses in the use of vehicles and issuance of fuel is contrary to the Manual on Audit for Fuel Consumption of Government Motor Vehicles prescribed under COA Circular No. 77-61 as amended by COA Circular No. 92-61A and COA Circular No. 2015-007 prescribing the use of Government Accounting Manual, thus, exposing PITC to unnecessary risk or losses for misuse of vehicles and fuel consumption.</p> <p>1. Driver's trip tickets were not serially numbered and approved by the head of the agency or duly authorized representative. Only the Maintenance Supervisor signs on the "Noted by" portion of the tickets. This is contrary to the Manual on Audit for Fuel Consumption of Government Motor</p>	<p>We recommend that Management:</p> <p>1. Use sequentially numbered trip tickets and require the approval of the head of the agency or duly authorized representative for every use of vehicles;</p>	<p>Management replied that their ASD will revise the existing Vehicle Trip Ticket Form and will come up with a Policy Guideline for dissemination to all concerned.</p>	LAHRAD-ASD	April, 2017	Present	done	<p>The Management issued a Memorandum dated 24 April 2017 for the implementation of New Driver's Trip Ticket.</p>	

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	<p>Vehicles, as prescribed under COA Circular No. 77-61 dated Sept. 06, 1977 and amended by COA Circular No. 92-61A dated April 2, 1992, which states that:</p> <p><i>"FORMS, RECORDS AND REPORTS xxx...</i></p> <p><i>1. Driver's Trip Ticket (Appendix A)</i></p> <p><i>For the purpose of controlling the use of government vehicle, before any trip is undertaken, authority shall first be secured from the Head of Agency or duly authorized representative authorized to approve Driver's Trip Tickets. The tickets which should be serially numbered...xxx"</i></p> <p>2. Property Acknowledgement Receipts were not issued to accountable officials for vehicles with plate nos. TJM-255 (Lite Ace) and SFY-447 (Toyota Altis). These vehicles are included in the fleet card system and are currently being used by PITC employees. COA Circular No. 2015-007 dated Oct. 22, 2015 prescribing the use of Government Accounting Manual effective January 1, 2016, provides:</p> <p><i>"Chapter 10: Property, Plant and Equipment xxx...</i></p> <p><i>Section 21. Issue of PPE</i></p> <p><i>Based on approved RIS, the Supply and/or Property Custodian shall</i></p>	<p>2. Issue Property Acknowledgement Receipts to concerned employee/s accountable for company vehicles; and</p> <p>3. Submit a monthly report of fuel consumption of motor transportation to the auditor which shows among others, the different types of motor vehicles utilized by the agency during the month, total distance travelled, total fuel used and the normal fuel consumption of each vehicle.</p>	<p>For TJM 255 which is deployed to the Exports Trading Group, we have already prepared the necessary Memorandum of Receipt and once signed and once signed, the same shall be furnished COA.</p> <p>As for SFY 447, said vehicle is covered by a MOA by and between DTI and PITC. It is clearly stated in the MOA that the vehicle will be assigned for the use of its President and CEO. As such, the MOA is more binding than the MR as it is a legal instrument which is notarized. Said vehicle has now been turned over to DTI last 20 February 2017.</p> <p>As to the Fuel Consumption Report, PITC's Monthly Report on Fuel Consumption are submitted to the concerned Group VPs where the vehicles are assigned. Nonetheless, COA shall be provided with the said report for</p>	<p>LAHRAD-ASD & EXPORTS GROUP</p> <p>LAHRAD-ASD</p>	<p>April, 2017</p> <p>Jan., 2017</p>	<p>Present</p> <p>Present</p>	<p>done</p> <p>On-going implementation</p>	<p>Memorandum Receipt No. 6057 was issued and signed by Ms. Helen Muncal of Export Group.</p> <p>The Admin Services Dept. submitted the Monthly Report on Fuel Consumption starting Jan. 2017.</p>	

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	<p><i>prepare the Property Acknowledgement receipt (PAR) (Appendix 71) to support the issue of property to end-user...xxx"</i></p> <p>3. Monthly Report of Fuel Consumption was not submitted as required under COA Circular 77-61:</p> <p>5.1 "D. FORMS, RECORDS AND REPORTS xxx..."</p> <p>7. Report of Fuel Consumption (Appendix G)</p> <p><i>Monthly, a report of fuel consumption shall be prepared and submitted by the Agency personnel concerned to the Auditor for verification purposes...xxx"</i></p>		the month of January 2017 and thereafter.						
4	<p>Expenses for the liquidation of cash advance amounting to P111,600.00 were not supported by official receipts and other related documents contrary to COA Circular 2012-001 dated June 14, 2012, thus, the validity of the expenses is doubtful.</p> <p>1. A cash advance amounting to P11, 600.00 was issued on Dec. 16, 2016 for PITC's Seminar Workshop/Year-end Performance Assessment authorized by the Dept. of Trade & Industry per its Memorandum Order No. 16-3369 which states, among others, that:</p> <p>"xxx</p> <p><i>Expenses in connection herewith, not to exceed One Thousand Two Hundred Pesos (P1,200.00) per employee, is</i></p>	We recommend that Management ensure that liquidation of cash advances for the seminar-workshop/year-end performance assessment is supported with official receipts/invoices and/or other necessary documents to support actual expenses incurred related to the workshop.	Management commented that they assumed that the P1,200.00 indicated on the Memorandum from DTI was an allowance to be given to employees. Inasmuch as this has been granted yearly without the requirement for receipts in the past, PITC was not aware that receipts were required. Management further explained that actual year-end assessment/seminar-workshop were conducted at the office/group level and	CGG GROUP – LAHRAD-HRMD AND ACCTNG. DEPT.	Dec., 2017		For compliance		

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	<p><i>likewise authorized chargeable against the appropriation of each respective agency, subject to the usual accounting and auditing rules and regulations.</i></p> <p>2. In our review, however, of the liquidation voucher relative to said cash advance amounting to P110,400, we noted that it was supported only by a list of employees with their signature beside the corresponding amount of P1,200. No receipt/invoices and/or other documents to substantiate actual expenses incurred for said workshop were attached thereto.</p> <p>3. The aforementioned liquidation is not in accordance with COA Circular 2012-001 dated June 14, 2012 which prescribes guidelines and documentary requirements for common government transactions.</p>		<p>not on an organizational level.</p> <p>Nevertheless, management gave assurance that they will correct said practice for the next year-end workshop/seminar.</p>						
5	<p>The validity of expenses for Representation and Transportation Allowance (RATA) of employees designated as Officer-in-Charge amounting to P2.228 million in CY 2016 is doubtful, due to the absence of Office Orders designating the same, contrary to Civil Service Commission (CSC) Memorandum Circular No. 06, s. 2005.</p> <p>1. CSC Memorandum Circular No. 06 s. 2005, positions with or without incumbents designations shall be made only for a maximum of one year, as quoted below:</p> <p><i>"C. For positions with incumbents who temporarily cannot perform the duties of the position (vacation or sick leave, study</i></p>	<p>We recommend that Management:</p> <p>1. Comply with the requirement of the CSC on the yearly issuance of Office Order on the designation of OICs, otherwise, the payment of RATA may not be allowed; and</p> <p>2. Refrain from paying RATA to OICs unless there is a valid Office Order designating the same.</p>	<p>Management commented that employees who exceeded the maximum stewardship of one (1) year have performed the actual and full-time duties and responsibilities as Officer-in-Charge of the position entitled to RATA. Awaiting finalization and approval of its Rationalization Plan, Management deemed it necessary for the OICs to continue their tasks to ensure continuity of</p>	LAHRAD-HRMD	Feb, 2017	Present	done	<p>The Office of the President issued an Office Order dated 23 Feb., 2017 for the Designation of all Officer-in-Charge until Feb., 2018</p>	

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	<p>leave, scholarship, maternity leave, special assignments), the designations should be synchronized with the absence of the incumbent provided that in no case shall a designation exceed one (1) year.</p> <p>D. For positions without incumbents, a designation may be made only for a maximum of one (1) year.”</p> <p>2. In addition, it has been provided that designees cannot be granted the salaries of the positions they are being designated to, except allowances that go with performance of the functions such as RATA.</p> <p>3. Review of payment of RATA for designated OICs revealed that several employees designated as OIC have not been issued another Office Order after the issuance of their original designation. The Audit Team verbally requested for the latest office orders issued to said employees, but was informed that there were no other Office Orders issued since their original designation has not been revoked.</p>		<p>its business operations. While there was no actual issuance of Office Order annually designating the OICs, Management exercised prudence by ensuring that the OICs performed and continue to perform the actual duties of the position and for which they did not receive the salaries of the positions they were designated as OICs.</p> <p>However, in compliance with the above-mentioned CSC Circular, Management will commence the yearly issuance of Officer Order on the designation of OICs.</p>						
6	<p>The PITC GAD budget was still below the required five per cent of its corporate operating budget, contrary to the guidelines set forth in Department of Budget and Management - National Economic Development Authority – Philippine Commission on Women (DBM-NEDA-PCW) Joint Circular No. 2012-01.</p>	<p>We recommend that Management:</p> <p>1. Prepare the GAD Plan and Budget to support the gender issues in the agency and identify GAD related activities embedded in the</p>	<p>Meet with PITC GAD Focal Point System (GFPS) to discuss a systematic set of programs / activities /projects tackling gender issues and strategies and activities with monitoring and</p>	HR and GAD Focal Point Person	July	Dec., 2017	On-going, GFPS to prepare GAD activities for 2017	More active cooperation / alliance with DTI GAD Focal Point System (GFPS) and PCW and participate in their GAD-related	

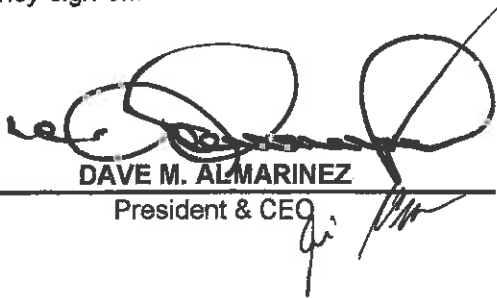
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	<p>1. Joint Circular No. 2012-01 issued by the DBM, NEDA, and Philippine Commission on Women (formerly the National Commission on the Role of Filipino Women) provides for the preparation and submission of annual GAD Plans and annual GAD Accomplishment Reports.</p> <p>2. Among the guidelines set in subject circular is that the GAD Plan shall be integrated in the regular activities of the agency, with at least five per cent of its budget. For this purpose, activities currently undertaken by the Agency that relate to GAD or those that contribute to poverty alleviation, economic empowerment especially of marginalized women, protection, promotion and fulfillment of women's human rights, and practice of gender-responsive governance are considered sufficient compliance with said requirement. Utilization of the GAD budget shall be evaluated based on the GAD performance indicators identified by the agency.</p> <p>3. However, PITC has not identified GAD related activities embedded in their regular operations/activities which may be considered sufficient compliance with said requirement, and may therefore form part of the required five per cent of its Corporate Operating Budget for CY 2016.</p> <p>4. For CY 2016, PITC set a budget of P1.345 million for GAD activities which is lower than the previous year's GAD Budget and remained way below the required five per cent of the corporate operating budget. It was noted, however, that although the</p>	<p>regular operations/activities which may be considered sufficient compliance with the required five per cent of the corporate operating budget; and</p> <p>2. Coordinate with PCW for assistance in identifying regular activities of the agency where GAD activities may be embedded as well as other GAD-related activities.</p>	<p>evaluation indicators that would serve as an instrument to ensure PITC activities are gender-responsive.</p> <p>Comply with COA recommendation.</p>				<p>training programs and workshops.</p> <p>Coordinate with the PITC business groups in identifying related activities which can be attributed to GAD and the utilization of budget to implement the GAD plan.</p> <p>Continuous competency build-up and training programs that would uplift of PITC women employees' economic development through livelihood and entrepreneurial training / courses / seminars and or technical assistance.</p> <p>For compliance / implementation.</p>		

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	<p>approved budget did not meet the requirement per Joint Circular, actual expenditures in the implementation of GAD related activities of the budget amounted to P1.433 million or 107% of the approved budget.</p> <p>5. PITC had the following GAD activities in CY 2016:</p> <p><u>Client-focused</u></p> <p>Conducted briefings on PITC trading services for women entrepreneurs to provide market access and improve volume of business outputs. P 168,087</p> <ul style="list-style-type: none"> • 7 women entrepreneur attended in Tacloban • 12 women entrepreneurs briefed in one-on-one meetings <p>Oriented 17 women entrepreneurs in the Philippine Export Competitiveness Program Seminar 6,150</p> <p>Assisted 3 women entrepreneurs in participating in Ambiente Fair in Germany 323,197</p>								

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	<p><u>Organization-focused</u></p> <p>Conducted trainings/seminars/workshops/competency build up on various aspects.</p> <p>9 men and 46 women employees attended various training programs/seminars. 297,160</p> <p>Conducted one entrepreneurial/livelihood training program. 15,000</p> <p>Conducted Wellness Program attended by 87 PITC employees, including contractuels. 545,656</p> <p>Orientation on the causes of illness common to PITC employees including its prevention. 30,608</p> <p>Developed GAD corner in website and GAD Corner in bulletin board installed. 20,960</p> <p>Continuous participation to activities of the National Women's Month Celebration. 26,600</p> <p><u>P1,433,418</u></p>								

Ref	Audit Observations	Audit Recommendation	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/Non-Implementation, If Applicable	Action Taken/Action to be taken
			Action Plan	Person/Dept. Responsible	Target Implementation Date				
					From	To			

Agency sign-off:



DAVE M. ALMARINEZ
President & CEO

July 14, 2017
Date