

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
LANAO NORTE NATIONAL AGRO-INDUSTRIAL SCHOOL

Consolidated Agency Action Plan and Status of Implementation
Audit Observation and Recommendations

For the Calendar Year 2024

Ref.	Audit Observation	Audit Recommendations	Agency Action Plan				Reason for Delay/Partial/Non-Implementation.	Action Taken/Action to be Taken	Auditor's Validation
			Action Plan	Person/Dept.	Target Implementation Date	Status of Implementation			
From	To								
25-001-101 (2024)	The non adjustment of twelve (12) unreleased checks totaling 884,256.49 which remained at the custody of the disbursing officer, understate the Cash in Bank and accounts payable accounts by the same amount that consequently affected management assertions on accuracy and reliability of the said accounts as of December 31,2024	The disbursing officer to prepare schedule of unreleased checks every end of the year to be submitted to the finance officer.	The disbursing officer to prepare a schedule of unrelease checks at the end of each calendar year. This schedule will be submitted to the finance officer for proper monitoring and reconciliation.	Disbursing Officer	April 2025	December 2025	Fully Implemented	Submitted copies of 12 Disbursement Vouchers (DVs) that have been received by the suppliers for the unreleased checks mentioned in the AOM.	Fully Implemented
2025-02-001 (2024)	The propriety and reasonableness of fuel, oil and lubricant expense account amounting to P511,912.80 could not be determined due to improperly	The finance officer to observe the proper accounting of unreleased checks in conformity with the pertinent provisions provided in the GAM for NGAs.	The finance officer to observe the proper accounting of checks by the pertinent provisions provided in the GAM for NGAs.	Finance officer-	April 2025	December 2025	Fully Implemented	Fully Implemented	Fully Implemented



2025-003)-(2024)	accomplished driver's trip ticket, monthly report of official travels and the monthly report of fuel consumption contrary to the provision of COA circular no 77-61 dated September 26,1997	The Biological Asset account totaling P1,086,650.80 at year end was unreliable due to (a) various discrepancies noted from the balances of the biological assets per book and per property records due to non-recognition of various purchases, sales, increase/decrease of value of biological assets, price/physical change and unrecognized birth and death of biological assets; (b) non-preparation/non-	Assign personnel to review and check all Driver's Trip Ticket to ensure that all necessary data are properly accomplished.	To issue office order for the supply officer to review and supply officer to review and monitor driver's trip ticket and monthly report for official travel to ensure it is properly accomplished.	Supply Officer	April 2025	December 2025	Fully Implemented	Issued Office Order no. 024A dated 2/27/2025 and 071 dated 7/2/2025	Fully Implemented	
		Instruct all the biological asset/care takers to promptly prepare and submit the quarterly report on biological asset (QRBA)	All biological asset caretakers will be instructed to prepare the quarterly report on biological asset (QRBA) promptly. A deadline for submission will be set at the end of each quarter.	Biological Asset Caretakers	June 2025	December 2025	Fully Implemented	Submit minutes of meeting held on 24,2025 March	Fully Implemented		
		Instruct all the biological asset caretakers to properly fill-out all data required in the biological asset property card (BAPC)	Each caretaker will receive a copy of the BAPC along with a detailed guide outlining the necessary information for completion. A training session will be conducted to explain the importance of accurate data entry and provide instructions on how to fill out the card. Caretakers will be required to submit the completed BAPCs by July 2025.	Biological Asset Caretakers	June 2025	December 2025	Fully Implemented	Submitted copies of BAPCs to COA on July 31,2025	Fully Implemented		

submissions of quarterly report of Biological asset (QRBA) / Biological Assets Property card (BAPC) and Improper and insufficient preparation of BAPC and Subsidiary Ledger card (SL) thus, affecting its fair presentation in the financial statements.	Instruct the Finance Officer to prepare different SL for each type of biological asset	The Finance Officer will prepare subsidiary ledger for each type of biological asset	Finance officer	June 2025	December 2025	Implemented	Fully Implemented	Submitted copies of BA Subsidiary Ledger to COA on July 31,2025	Fully Implemented
Instruct the Finance officer and biological asset caretaker to reconcile their records	Instruct the Finance officer and biological asset caretaker will review their respective records to identify discrepancies. A joint meeting will be scheduled to discuss and resolve any differences. Each party will update their records based on the agreed findings. By end of July 2025, the reconciliation is complete.	Finance officer	June 2025	December 2025	Implemented	Fully Implemented	Fully Implemented	The reconciled reports of the biological asset caretaker and the finance officer such as BAPC, SL of BA and JEV No. '06-2025-07-51 and 06-2025-07-55 to COA on 7/31/2025	Fully Implemented
Instruct the Finance Officer to recognize in the books of accounts all changes in fair values due to price/physical changes	The Finance Officer will review all biological assets to identify any changes in fair values resulting from price or physical changes. Relevant data will be documented and analyzed. Adjustments will be made in the accounting records to reflect these changes accurately.	Finance officer	June 2025	December 2025	Implemented	Fully Implemented	Fully Implemented	Fully Implemented	Fully Implemented

