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Criteria	Condition	Conclusion	Cause	Recommendations
1. Approved policy in principle: BOR Res. No. 2432, s. 2015 "Approving the proposed road management and parking policy in principle, subject to the refinements which will be done by the Committee, and subject to consideration the suggestions given by the members of the Board in this meeting: consultation with students and affected sectors; benchmarking on existing rates in SUCs or private schools into pay parking; and cost analysis considering manpower needs among others."	<p>There is no refined Road System Management and Parking Policy submitted to the Board of Regents incorporating the suggestions to undertake the following:</p> <ul style="list-style-type: none"> a. Adding Main Campus in the Title - b. Entrances in the BSU Campus - c. Consultation with the people affected d. Implementing aspects, <u>fine tuning</u>, <u>language of the policy</u> and <u>capacity to implement</u> <i>to committee</i> e. Cost analysis f. Security measures g. Benchmarking with other private or public universities implementing such policy, so the rates will be determined and good practices may be adopted <p>However, the CAR pass stickers/gate pass and pay parking fees are being enforced already. The UBA manages parking at the Tabangaoen, Balili and Backfilled area at Betag while the Administration through the Security Services Office manages parking within the main campus and in front of VO-AG building. The UBA has its own process and Security Services Office and Legal Office have another process.</p> <p>Other provisions indicated in the draft policy is not followed such as:</p> <ul style="list-style-type: none"> 1. UBA has designated a collecting officer for pay parking fees/tickets and car stickers/pass at the backfilled, Strawberry Swamp whereas the Cashier's Office collects payments for parking fees and gate pass/parking passed/coursed through the Security Service Office and Legal Office (Administration). 2. The requirements in availment of car stickers/gate pass is not strictly enforced: such as OR/CR, Deed of Sale (if applicable), LRO Certification, Valid I.D, (Photocopy), Cedula (Photocopy), 2x2 Picture with Name Tag (4 copies) as per files of UBA 3. Applicable hourly parking rates entering within the campus differs from the backfilled, Strawberry Swamp at Betag where a flat rate is being imposed. Hourly rates within the main campus is not enforced. No monitoring of parked vehicles beyond allowable period to be charged. 4. Parking Lease Agreement for parking at the Backfilled, Swamp, Betag and Tabangaoen, Balili is handled by UBA while the Legal Office prepares the Parking Lease Agreement for pay parking within the University campus (Vo-ag Area, University Museum) 	<p>Refinements and considerations on the suggestions/recommendation of the Board of Regents not yet undertaken for the Road System Management and Parking Policy.</p> <p>There is no clear-cut/ defined functions of each office involved in the implementation of parking management.</p>	<p>Members of the Committee did not convene to address the suggestions/recommendations of the Board.</p> <p>No approved refined Road System Management policy/guidelines.</p>	<ol style="list-style-type: none"> The Management through the Committee shall facilitate compliance of the recommendations of the Board of Regents as per BOR Res. No. 2432, s. 2015. Update the draft policy as required. Consider the provisions of the RA 11032, an act promoting ease of doing business and efficient delivery of government services, amending for the purpose republic act no. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for other purpose, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" Mandates of the offices involved should be strictly enforced/imposed/implemented.

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<p>2. Office Memorandum No. 7 s. 2014, Reconstitution of the Parking Management Committee</p> <p>Chairman: Vice President for Business Affairs Co-Chair: Director of Land Reservations Office</p> <p>Members: Vice President Admin, University Legal Officer, OSS Director, GSO Director, Security Office Chief, Faculty Club President</p>	<p>The Vice President for Administration and Finance chairs the committee, co-chaired by the UBA Vice President. The members are: Chief Administrative Officer for Administration, Land Reservation Office Director Planning and Development Office Director, General Services Office Director, Chief of the University Security and Safety Services, University Business Affairs Director, Director of the Office for Student Services and a representative from the Administrative Division as Secretary. The said Committee conducted meeting on February 9, 2018 at the VP Admin Office and discussed issues and concerns on parking of vehicle within the campus and matters regarding the members of the Parking Committee.</p>	<p>There is a discrepancy on the composition of the said committee as per Office Memo No. 7 s., 2014</p>	<p>The University Office Memo is not updated.</p>	<p>1. The management shall issue updated Office Memorandum regarding the new composition of the Parking Management Committee to supersede the Office Memo No. 7 s. 2014.</p>
<p>3. University Memo No. 12 s. 2011, Guidelines in the Billing and Collection of Fees in the University, A. b. All departments who are authorized to assess fees or make billings must furnish client a statement of account, order of payment or similar document stating therein the name of payor, nature of amount assessed/billed and amount.</p>	<p>With regards to parking fees covered by Contract, the Accounting Office prepares the billing statement and monitoring of accounts and gives to the UBA for distribution. However, for pay parking fees within the campus covered with Parking Lease Agreement, the Security Services Office (SSO) prepares the billing statement and conducts separate monitoring of accounts. The Security Services Office requests a summary of payments of lessees from the Accounting Office to countercheck their existing data.</p> <p><i>Coordination of Parking Comm.</i> - accounting - security</p>	<p>The Security Services Office is not mandated by the University to prepare/issue billing statement.</p>	<p>The Accounting Office does not prepare billing statements to lessees who had undertaken their parking lease agreement through the Security Service Office and Legal Office</p> <p>The SSO took the initiative to prepare and issue billing statement to concerned lessees.</p>	<p>1. The Accounting Office shall prepare the billing statement/order of payment for the parking lessees within the main campus for consistency. 2. The BOR approved Billing and Monitoring function under the Finance Management Office should also be upheld. 3. Pay parking management of the University should be handled by the University Business Affairs being an income generating project of the University.</p>
<p>4. Government Accounting Manual (GAM), Volume I, Chapter 2: GENERAL PROVISIONS, BASIC STANDARDS AND POLICIES; Sec. 3..." Every officer of any government agency whose duties permit or require the possession or custody of government funds or property shall be accountable therefor and for the safekeeping thereof in conformity with law. Every Accountable Officer (AO) shall be properly bonded in accordance with law. (Sec. 101, P.D. No. 1445; Section 50, Chapter 9, Subtitle B, Book V, Executive Order (E.O.) No. 292)"</p>	<p>Mr. Arnold Balnges and Mr. Benjamin C. Sel-ayen are job order personnel functioning as collecting officer under the University Business Affairs Office.</p>	<p>Assigned personnel are job orders and cannot be bonded.</p>	<p>Inadequate plantilla positions to render the job</p>	<p>1. The management shall assign a plantilla personnel from the Cashiering Office to collect pay parking fees.</p>

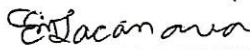
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<p>5. COA-MOF Joint Circular 1-81 dated January 1, 1981 prescribing the frequency of deposit and Reporting of Collections and Deposits</p> <p>On the Frequency of Deposits and Number of Remittance Advices where the authorized government depository bank is less than 15 Km. - Less than 1 day - for P500 or more, less than P500, daily deposit or weekly or as soon as collections reach P500.00</p> <p>6. GAM Vol 1 pp. 58-60, Vol II pp. 78-80 Sec. 39. Reporting of Collections and Deposits. Receipts and deposits shall be reported as follows:</p> <p>a. At the close of the business day, the Collecting Officers shall prepare the Report of Collections and Deposits (RCD) (Appendix 26) for submission to Accounting Office/ Unit. The report lists all the ORs issued in numerical sequence including cancelled ones.</p> <p>The RCD format (Appendix 26) should be printed in 4 copies together with the triplicate copy of the ORs and validated DSs.</p> <p>1 copy - Collecting Officer's File 2 copy - COA 3 copy - Accounting Office 4 copy - Budget Office</p>	<p>Mr. Benjamin C. Sel-ayen of UBA is the person-in-charge in depositing collections at Landbank and prepares the Report of Collections and Deposits (RCD)</p> <p>The following were observed:</p> <p>1. The format prescribed by GAM is not followed from January to July 1, 2018. UBA started to use the prescribed format only after July 1, 2018.</p> <p>2. Around 54 file copies of RCDs not signed (April - July 1, 2018).</p> <p>3. Collection form Thirty-nine out of One Hundred Three (39/103) ORs as per RCDs were not deposited for two days to six days.</p> <p>4. RCDs were forwarded to Accounting office and COA only.</p> <p>5. No cashbook is being maintained.</p> <p>6. Collection of payments of gate pass is being undertaken at the Strawberry swamp, Backfilled area. Such collections are not yet deposited in the authorized government deposit bank.</p>	<p>There are inconsistencies on the prepared Report of Collection and Deposits.</p>	<p>The old format was followed.</p>	<p>1. Orientation is needed on the prescribed guidelines as per Government Accounting Manual, e.g. The RCD format should be followed as per GAM and 4 copies to be printed together with the triplicate copy of the ORs and validated DSs.</p> <p>1 copy - Collecting Officer's File 2 copy - COA 3 copy - Accounting Office 4 copy - Budget Office</p> <p>2. Observe the rules on deposit of collections as per COA-MOF Joint Circular 1-81 dated January 1, 1981.</p> <p>3. Maintain a cashbook to ensure that all collections are posted and deposited on time to minimize shortages and overages.</p>

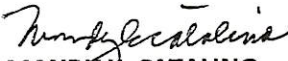
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<p>7. The BSU Board of Regents passed BOR Res. No. 2764 on April 13, 2018, approving the BSU Land Use Plan (2018-2027).</p> <p>BOR Res. 1113, s. 2002, Approving the establishment of pay parking area at Lot 12 (Swamp Area) of the University's landholdings with the proviso that the structure will be temporary in nature)</p> <p>BOR Res. No. 2610, s. 2017, BSU Housing Policy Guidelines</p>	<p>Locations of parking areas are:</p> <ol style="list-style-type: none"> 1. Lot 47(.1631 ha)- Brgy Balili-SUV Parking Area 2. Lot 7 (.174 ha)- Cabanao, Balili 3. Lot 8 (0.04372 ha))- Cabanao, Balili 4. Lot 12 (0.9727ha- Strawberry Swamp - Payparking area (Backfilled Area) <p>There are observations as follows:</p> <ol style="list-style-type: none"> 1. Parking areas are labeled as to: Pay parking area, Client, Employees and Motorcycle, Bicycle parking space, but not strictly followed. Parking slots as per Parking Lease Agreement is not also strictly followed. 2. There are parking areas in the university where private cars are parked without parking lease agreement or gate pass. 3. There are shed built by the University employees with housing units but which were not included in the rental fee being paid at the Cashiering Office. E.g. Tabangaoen Area (Annex A) <p>There is an on-going remeasurement of occupied lot area and floor area.</p>		<p>Employees use client parking space due to limited parking space.</p>	<p>Revisit or enforce the implementation/utilization of land area as per approved land use plan.</p> <p>The management may consider defining parking areas for the employees availing housing units and to be included in the occupancy fee or rental of Php 15.00 per square meter based on the land area.</p> <p>UBA and SSO to work hand and hand in monitoring the parking areas.</p>

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