

DEPARTMENT / DIVISION/ Office	Accounting Division						
PURPOSE	To provide information about the financial position, financial performance, and cash flow of the commission that is useful to a wide range of users in making and evaluating decisions about the allocation of resources and to provide effective and effective support to the management.						
Functional OBJECTIVE	To ensure timely submission of reports to COA, DBM and other concerned offices.						
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Opportunities
Preparation of Financial Statements and other financial reports	GAM/ COA/ Accounting Control Guidelines/DBM guidelines	Financial Statements and other financial reports	Accounting Staff/Chief Accountant	Late submission of reports	COA -AOM/ will not qualify for the grant of PBB	Timely preparation	<p>Computerized Accounting System</p> <p>Clients Satisfaction, Positive Feedback, Achieve ARTA Rating Score</p>
Preparation of Bank Reconciliation	Timely arrival of bank statements from different banks, report of cancelled checks , passbook from cashier's ofc and check disbursement journals	Bank Reconciliation Report	Accounting Staff/Chief Accountant	Late submission	COA -AOM	Timely preparation/ Regular coordination with cashier's Office for submission of reports	
Check Liquidation Reports / Receive & evaluate documents submitted for liquidation & reimbursements	COA Guidelines/ PSC Policy/ check completeness of attachments	Liquidation Reports	Accounting Staff/Chief Accountant	Incomplete attachments	COA -AOM	Strict implementation of Policy	
Maintain records & monitor releases of FAs to NSA's together with the report of unliquidated accounts	RCI/General Ledger/Check if documents/attachments are complete	Subsidiary Ledger/ Report of Unliquidated Fas	Accounting Staff/Chief Accountant	wrong entry and posting	late submission/ COA Audit Observation	timely preparation	
Preparation of Year-End alphabetical list of permanent employees, COS, Consultants & Suppliers	BIR Monthly Tax Remittances	BIR Alphalist	Accounting Staff/Chief Accountant	Wrong amount/ erroneous encoding	Unreconciled taxes withheld with the amount of taxes due/Penalties	double checking/ careful in posting	
Statement of Account/ Subsidiary Ledger for all tenants & interns/Monitoring of Contracts	Preparing all the reports by getting the data from Legal Office-basis for monthly rental on contract, Engineering for utilities & cashiers for payments	Statement of Account/ Summary of Lease Receivable/Subsidiary Ledger	Accounting Staff/Chief Accountant	Delayed submission of SOA to tenants & interns and other reports will be affected/ delayed	Increase of receivable accounts / Concessionaires occupying in PSC property with expired contracts	To get the data needed on time/ Monitoring of contract expiration	
Collection Report	Posted all the payments for tenants & interns, check the O.R.# of collection reports data coming from cashiers office	Collection Reports	Accounting Staff	Delayed preparation and submission of Monthly Report (Summary of Accounts Receivable)	Inaccurate report	To get the data needed on time	
BIR Tax Remittances	Encoding of vouchers with taxes, Data entry using BIR Alpha System & EFPS for all COS employees, Job Order, Coaches, PCSM Consultants, Other Goods & Services (Expanded ,GMP & VAT) data coming from cashiers & personnel office E-submissionfor the attachments using their website	BIR Remittances of NSDF, BIR System for EFPS, (Monthly Alphalist of Payees, Print form 1601-E, 1600	Accounting Staff/Chief Accountant	erroneous encoding of amounts/ late submission	Penalty for late remittances	Transmit on time	

BONDS for Officials and Employees	Preparing some requirements for all bonded officials & employees such as Certificate of no Pending Admin. Case, List of Bonded, Form 57A, Form 58A. Monitor their Bond Expiration and submit to COA the list of approved bond. Updating all expired bonded officials and employees	List of Bonded Officials, Certificate of Bonded Employees	Accounting Staff	Officers/Employees will not be able to take Cash Advances	lapsed of bond of PSC Officers and Employees	To get the data needed on time
Preparation and processing of Disbursement Vouchers (DV)	GAM/COA rules/ Checking of the attachments & documents together with the corresponding BUR/ encoding of the details as well as the accounting entries/ computation/summary of payments attachments of corresponding tax certificate	Disbursement Voucher	Accounting Staff/Chief Accountant	when attachments/documents are incomplete and/or lacking signatures, the preparation of DV is hampered	delayed preparation of the DVs/ COA A.O.M.	checks the completeness of the docs/checks the accuracy of the amounts & summary of payments/ checks if particulars & amount matches with its corresponding BUR & contract (if any)
Preparation of Journal Entry Vouchers (JEV)	see to it that the encoded accounting entries follow the GAM and correct account codes	Journal Entry Voucher's	Accounting Staff	erroneous entries & fund classification	late submission of reports/COA-AOM	checks the accounting entries/ double checks the fund identification
Prepares reports of GSIS, HDMF, BIR, PHILHEALTH for remittance of contributions	Payroll/DVs	Monthly Remittances	Accounting Staff/Chief Accountant	Incomplete report	Delayed remittances/Penalties	on time preparation/Checked Payroll and RCIs/update posting of records
Prepares and maintains Supplies Ledger Cards and PPE Ledger Cards for all supplies inventory accounts and PPE accounts	Delivery Receipts/P.O./Regularly updates posting in the PPE ledger Cards	Supplies Ledger Cards/PPE Ledger Cards	Accounting Staff	incomplete report	delayed report/ Unreconciled report with the Supply and Property Records/ COA-AOM	on time preparation/Reconciliation of records with Property office
Prepares and maintain depreciation schedules	Delivery Receipts/ property acknowledgement receipt/ PPE Ledger Cards/Posting of purchased equipments and compute the amount of depreciation for the month	Depreciation Schedules	Accounting Staff	inaccurate value of PPE accounts	COA -AOM	Regular monitoring of PPE accounts

Full compliance of inter-agency reportorial requirements