



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
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Thompson
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Reference No. 2022 -10-93
October 20, 2022

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR OFFICIALS AND EMPLOYEES

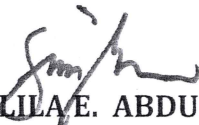
SUBJECT : PROCEDURES ON ADDRESSING COA CONCERNS AND ISSUANCES

In the exigency of the service and to ensure that all Commission on Audit (COA) matters, concerns, and issuances are properly facilitated and addressed the soonest possible time, the following procedures are hereby directed:

1. The Technical Divisions shall facilitate and speed up compliances regarding technical concerns. Audit issues that require technical explanation must be responded by the concerned Division with required documents prior to its submission to the Accounting Unit.
2. Accounting Unit shall oversee, consolidate, incorporate and harmonize relevant inputs to all our responses prior to its submission to the COA.
3. Accounting Unit shall also facilitate complete documentary requirements including the precise packaging, preparation of endorsement/transmittal and final submission to the COA to ensure that responses are based on Auditor's recommendations that directly address the audit issues being raised.

All COA issuances such as Audit Observation Memorandum, Notice of Suspension, Notice of Disallowance and other COA findings should be addressed and facilitated before the prescribed deadline. As such, all BAR staff are advised to adhere to these guidelines to provide proper documentation and implement necessary corrective action.

Please be guided accordingly.


SAILILA E. ABDULA, Ph.D.