



Activity	Responsible Unit/Person	Objective	Risks Factors	Likelihood of Occurrence	Significance of Impact	Control Activities	Assessment	Remarks
Review and signing Box A of DV	Pension and Benefits Disbursement Unit	To certify that expenses are necessary and lawful.						
Issuance of Obligation Slips per pension to cover DV	Budget Section	To ensure availability of allotment	None					NCA for pension funds is separate from other operating funds
Review of DVs	Pre-Audit Unit	To check correctness of entries	Review of DVs is limited to summary RCI and not to individual pensions	Low	Low	checks reasonableness, funds availability and legality		
Issuance of DV Number	Bookkeeping	To record and monitor the issuance of DVs	None			DVs issued are recorded in a logbook. DVs are in a series	cant cite policy but this has been the practice	Ascertain the basis
Review and Signing of Box B of DVs	Chief Accountant	To review DVs and certify completeness and propriety of supporting documents	Unnecessary delay	Low	Low	None	Time standards may be set	
<b>Processing of Checks</b>								



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Issuance of MDS Checks (attached to voucher) and Advice of checks issued to servicing banks (DBP for pensions, Phil Vet Bank for arrears)	Cashier Section	To prepare MDS checks to cover payment of pensions	Unnecessary delays (signatories not around)	Low	Low	Checks under MDS (and consequently DVs) are limited to a ceiling of 75M	Regular Activity	
Review of MDS Checks	Chief Accountant	To review MDS checks	Unnecessary delays	Low	Low	None	Time standards may be set	
	Chief FMD							
Review and signing of MDS check and check voucher	Administrator and Chief FMD	Final approval of MDS					4 copies of DV	
Release of MDS checks	Cashier						DBM releases NCA on a monthly basis which comes out late and affects release of payment of pension (MDS checks)	
Delivery of MDS checks to Servicing Bank (DBP)								
<b>Payment of Pension</b>								
Printing of CFCs								



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If Bank Remittance								
Signs CFC	Chief, FMD					Actual signature		
Signs CFC	Administrator					stamps signature of Administrator and designated staff initials. There are 2 designated staff that initials stamped signatures.		
Preparation of ledger per accredited bank	Bank Remittance Section							
Receipt of CFCs and soft and hard copies of Payroll	Accredited Banks							
If for Mailing								
Machine signing of CFC Checks	Warrant Section							
Envelopes CFCs	Warrant Section							
Mailing of CFCs at Central Post Office	Warrant Section					documentation that checks are mailed (?)		



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<b>Encashment of Checks</b>								
Encashment of Check	Pensioner							
Submission of Bank Statements with Encashed Checks	DBP							
Bank reconciliation								
<b>RTS Checks</b>								
Pick-up RTS Checks at CPO	Message Center					Post Ofc punches RTS checks		
Transmission of RTS checks to COA	Bookkeeping							
RTS						Suspension if there was 3 RTS checks		
<b>For Bank Remittance</b>								
Application								
Resumption of Pensions	OAPD sends memo to Fin to facilitate resumption of payment						Abstract is attached to RCI	



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	Fin sends memo to Data Ctr for printing or replacement of checks						DVs are no longer prepared for resumption of payments. May pondo na dati.	what is the process for keeping the funds for RTS? Why is there a problem for funds for the resumption of pensions? Terminated after 6 mos.
Processing of Payment for Arrears			Priority transactions from Adm. Disruption of the queuing process				Who sets the guidelines for the prioritization? - administrator, FIFO policy	when terminated, pensioners reapply and start on the process anew
							Revalidation	