



good morning!



COA LAWS, RULES & REGULATIONS



Constitutional Mandate/Legal Basis:



➤ COA shall have exclusive authority to:

promulgate accounting and auditing rules and regulations, including those for the prevention and disallowance of irregular, unnecessary, excessive, extravagant, or unconscionable expenditures, or uses of government funds and properties.

(Sec. 2(2), Article IX-D of 1987 Constitution)

COA Circular No. 2022-004 dated May 31, 2022



Re: Guidelines on the Implementation of Section 23 of the General Provisions of RA 11639 (GAA of FY 2022) relative to the increase in the capitalization threshold from P15,000 to P50,000

COA Circular No. 2021-001
dated June 24, 2021



Re: Clarification on the use of Reimbursement Expense Receipt (RER) and Certification in relation to reimbursement of expenses not requiring Official Receipts (OR)

COA Circular No. 2021-003 dated July 16, 2021



Re: Exempting Government Agencies and Instrumentalities including Government- Owned or Controlled Corporations from the requirement of Written Concurrence from the Commission on Audit on the Engagement of:

(1) Lawyers under contract of Service or Job Order Contracts; and

(2) Legal Consultants, subject to specific conditions

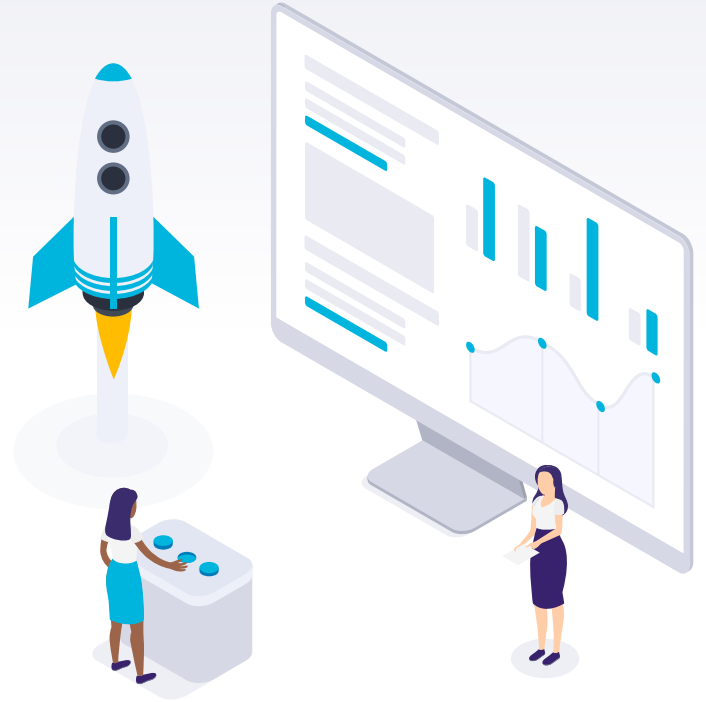
COA Circular No. 2022-004 dated May 31, 2022



- Re: Guidelines on the Implementation of Section 23 of the General Provisions of RA 11639 (GAA of FY 2022) relative to the increase in the capitalization threshold from ₱15,000 to ₱50,000



Definition of Terms



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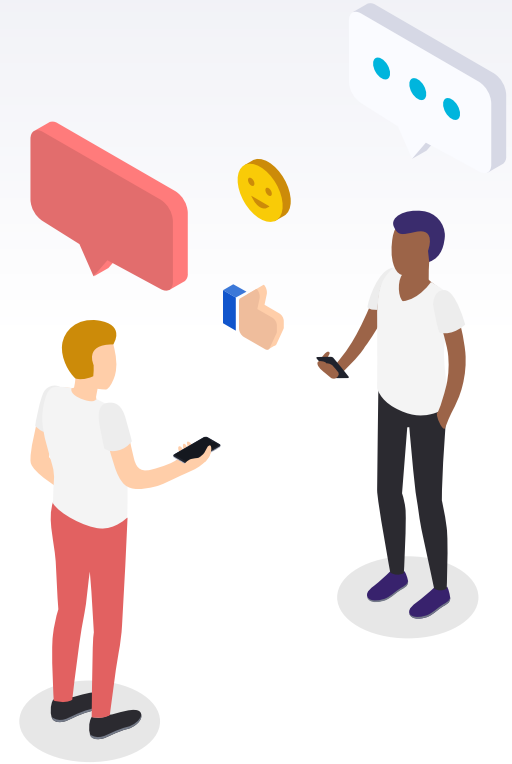
1. *Property, Plant and Equipment* are tangible assets that:

- a. are held by an enterprise for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and
- b . Are expected to be used during more than one period.



Definition of Terms:

2. **Semi-expendable property**- tangible items which meet the definition and recognition criteria of Property, Plant and Equipment (PPE), but below the capitalization threshold of ₱50,000
3. **Capitalization threshold**- refers to the monetary value at which an entity elects to capitalize tangible assets that are used in operations and that have an initial useful lives extending beyond a single reporting period.



Definition of Terms:

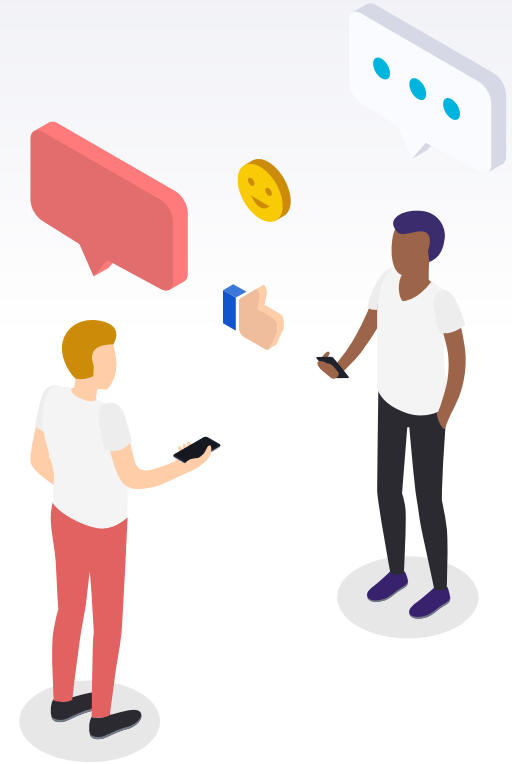
4. **Current Replacement Cost** – is the cost the entity would incur to acquire the asset on the reporting date

5. **Tangible Assets/Items** – are identifiable non-monetary assets with physical substance



Semi-expendable property shall be classified into two categories:

1. **Low-valued items**- cost of each item is ₱5,000 or less; and
2. **High-valued items**- cost of each item is more than ₱5,000 but less than ₱50,000



Accountability over Semi-Expendable Property

Low-valued items:

- Upon expiration of the estimated useful life;
- Upon return of the property before the end of the useful life, whether serviceable or non-serviceable, to the Property and/or Supply Division/Unit.



Accountability over Semi-Expendable Property

High-valued items:

- upon return of the items to the Property and/or Supply Division/Unit
- in case of loss, upon approval of the request for relief from property accountability, regardless of the expiration of the estimated useful life



RECEIPT OF RETURNED SEMI-EXPENDABLE PROPERTY

Entity Name:

Date:

RRSP No.:

This is to acknowledge receipt of the returned Semi-expendable Property

Item Description	Quantity	ICS No.	End-user	Remarks

Returned by:

Received by:

End User

Head, Property and/or Supply Division/Unit

Date

Date

▶ What to do: for the Agency-

To serve as a guide, a range of estimated useful life per class is provided, as follows:

- ▶ **Semi-Expendable Machinery and Equipment. - 5 to 15 yrs.**
- ▶ **Semi-Expendable Furniture, Fixtures and books - 2 to 15 yrs.**



Inventory Custodian Slip (ICS)

- document to be used in issuing Semi-Expendable Property, to establish the accountability of the end-user.



INVENTORY CUSTODIAN SLIP

Entity Name: _____

Fund Cluster: _____

ICS No: _____

Quantity	Unit	Amount		Description	Item No.	Estimated Useful Life
		Unit Cost	Total Cost			

Received from:

Signature Over Printed Name

Position/Office

Date

Received by:

Signature Over Printed Name

Position/Office

Date



REPORT OF SEMI-EXPENDABLE PROPERTY ISSUED

Entity Name: _____

Serial No. : _____

Fund Cluster: _____

Date : _____

<i>To be filled out by the Property and/or Supply Division/Unit</i>					<i>To be filled out by the Accounting Division/Unit</i>		
ICS No.	Responsibility Center Code	Semi-expendable Property No.	Item Description	Unit	Quantity Issued	Unit Cost	Amount
I hereby certify to the correctness of the above information.					Posted by:		
_____ Signature over Printed Name of Property and/or Supply Custodian					_____ Signature over Printed Name of Designated Accounting Staff		



REGISTRY OF SEMI-EXPENDABLE PROPERTY ISSUED

Entity Name : _____
 Semi-expendable Property: _____

Fund Cluster: _____
 Sheet No. : _____

Date	Reference		Item Description	Estimated Useful Life	Issued		Returned		Re-issued		Disposed	Balance	Amount	Remarks
	ICS/RRSP No.	Semi-expendable Property No.			Qty.	Office/Officer	Qty.	Office/Officer	Qty.	Office/Officer	Qty.	Qty.		

What to do: for the Accountant

For ISSUED tangible items acquired prior to CY 2022 which amounts from P15,000 to below P50,000 previously classified as PPE:

1. The carrying amount shall be expensed/charged to the following accounts, as applicable:

- i. Accumulated Surplus (Deficit); Retained Earnings (Deficit)**
- ii. Prior Period Adjustment and Government Equity (LGUS)**



What to do: for the Accountant

2. Accumulated Depreciation and Accumulated Impairment Loss – shall be closed in the books of accounts

3. Existing PAR (Property Acknowledgement Receipt) – retained by the end-user and shall serve as the ICS until their accountabilities for such items are extinguished.



What to do: for the Accountant

For tangible items acquired prior to CY 2022 which amounts from P15,000 to below P50,000 previously classified as PPE which are STILL IN THE CUSTODY of the Supply and/or Property Division/Unit:

- 1. These items shall be reclassified to the appropriate semi-expendable property account**



What to do: for the Accountant/Property Officer.

2. Property Cards being maintained by the Supply and/or Property Division/Unit for these items shall serve as Semi-Expendable Property Card (SPCs) until these items are issued.

3. Property, Plant and Equipment Ledger Cards being maintained by the Accounting Division/Unit for these items shall serve as Semi-Expendable Property Ledger Cards (SPLCs) until these items are issued.



SEMI-EXPENDABLE PROPERTY CARD

Entity Name : _____

Fund Cluster: _____

Semi-expendable Property:								Semi-expendable Property Number: _____		
Description :										
Date	Reference	Receipt			Issue/Transfer/ Disposal			Balance	Amount	Remarks
		Qty.	Unit Cost	Total Cost	Item No.	Qty.	Office/Officer	Qty.		

SEMI-EXPENDABLE PROPERTY LEDGER CARD

Entity Name : _____

Fund Cluster : _____

Semi-expendable Property:					Semi-expendable Property No.:				
Description:					UACS Object Code:			Repair History	
Date	Reference	Receipt			Issues/Transfers/ Adjustment/s	Accumulated Impairment Losses	Adjusted Cost	Nature of Repair	Amount
		Qty.	Unit Cost	Total Cost					

What to do: for the Accountant/Property Officer

For tangible items acquired prior to CY 2022 which amounts below P15,000 which are already classified as semi-expendable property and are STILL IN THE CUSTODY of the Supply and/or Property Division/Unit:

1. Stock Cards being maintained by the Supply and/or Property Division/Unit for these items shall serve as SPCs until these items are issued.



What to do: for the Accountant/Property Officer

2. Supplies Ledger Cards being maintained by the Accounting Division/Unit for these items shall serve as SPLCs until these items are issued.



In case of Loss-

a. **High-valued items by the end-user:**

- the accountable officer shall apply the existing policies and guidelines for request for relief from accountability of lost government property.

b. **Unissued SEP:**

- the Property/Supply Officer shall notify the Accounting Department thru the RLSDDSP, which serves as Notice of Loss, as basis for the derecognition in the books of accounts.



**REPORT OF LOST, STOLEN, DAMAGED OR DESTROYED SEMI-EXPENDABLE
PROPERTY**

Entity Name : _____

Fund Cluster: _____

Department/Office : _____	RLSDDSP No. : _____
Accountable Officer : _____	RLSDDSP Date : _____
Designation : _____	ICS No. : _____
Police Notified : <input type="checkbox"/> Yes <input type="checkbox"/> No	ICS Date : _____
Police Station : _____	
Date : _____	

Status of Semi-expendable Property : (check applicable box)

Lost Damaged
 Stolen Destroyed

Property No.	Description	Acquisition Cost

Circumstances:

I hereby certify that the item/s and circumstances stated above are true and correct.

Signature over Printed Name of the Accountable Officer_____
Date

Noted by:

Signature over Printed Name of the Immediate Supervisor_____
Date

Government Issued ID : _____

ID No. : _____

Date Issued : _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting the above government issued identification card.

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Notary Public

REPORT ON THE PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY

(Type of Semi-expendable Property)

As at _____

Fund Cluster : _____

For which (Name of Accountable Officer) , (Official Designation) , (Entity Name) is accountable, having assumed such accountability on (Date of Assumption) .

Article	Description	Semi-expendable Property No.	Unit of Measure	Unit Value	Balance Per Card	On Hand Per Count	Shortage/Overage		Remarks
					(Quantity)	(Quantity)	Quantity	Value	

Certified Correct by:

Signature over Printed Name of
Inventory Committee Chair and
Members

Approved by:

Signature over Printed Name of Head of
Agency/Entity or Authorized Representative

Witnessed by:

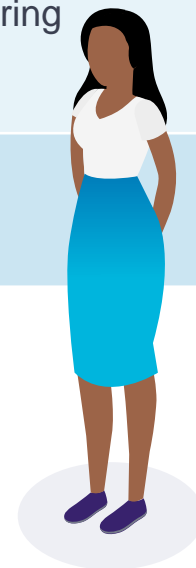
Signature over Printed Name of COA
Representative

COA Circular No. 2021-001 dated June 24, 2021

Re: Clarification on the use of Reimbursement
Expense Receipt (RER) and Certification in relation
to reimbursement of expenses not requiring Official
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Particulars	Documents required
Expenses regardless of amount purchased from/rendered by establishment issuing receipts/invoice	OR/Invoice
Expenses amounting to ₱300 or less purchased from/rendered by establishment not issuing receipts/invoice	Certification of Expenses Not Requiring Receipts
Expenses amounting to more than ₱300 but not exceeding ₱1,000 purchased from/rendered by establishment not issuing receipt/invoice	RER



COA Circular No. 2021-003 dated July 16, 2021

Re: Exempting Government Agencies and Instrumentalities including Government- Owned or Controlled Corporations from the requirement of Written Concurrence from the Commission on Audit on the Engagement of:

- (1) Lawyers under contract of Service or Job Order Contracts; and
- (2) Legal Consultants, subject to specific conditions



Coverage:

1. National Government Agencies

2. GOCCs

The above are exempted from the requirement of COA's prior written concurrence, under COA Circular Nos. 1986-255; 1995-011; and COA Memorandum NC 2016-010



Conditions: Lawyers

1. Covered by Contract of Service or Job Order Contract not to exceed one year, renewable at the option of the HOA, but in no case exceed the term of the HOA;
2. Shall have the written approval of the OSG in case of NGAs or the OGCC in the case of GOCCs;
3. Duties and responsibilities to be assigned to the lawyer are similar to those ordinarily performed by lawyers employed by the NGAs or GOCCs and holding attorney, legal officer, or other lawyer positions in the plantilla;



Conditions: Lawyers

4. NGA or GOCC does not have any plantilla positions or does not have sufficient plantilla positions to support its current requirement for legal services;

5. Lawyer meets the minimum eligibility and qualification standards imposed by CSC for comparable positions in the Government;



Conditions: Lawyers

6. Compensation shall be the same as the salary of the comparable position in the NGA or GOCC, with no entitlement except for a premium of up to 20%; and

7. Lawyer is not employed nor engaged by any private entity or other NGA or GOCC for the duration of the contract.



Conditions: Legal Consultants

1. Covered by Contract specifying the activity/project/program, not to exceed one year, renewable at the option of the HOA if the activity/project/program has not yet been completed, but in no case exceed the term of the HOA;
2. Shall have the written approval of the OSG in case of NGAs or the OGCC in the case of GOCCs;



Conditions: Legal Consultants

3. Lawyer possesses the relevant expertise in the matter to which he has been engaged, and such expertise cannot be found among the lawyers employed by the NGA or GOCC, or if comparable expertise does not exist, is unavailable;

4. Procurement process for the engagement of the lawyer as legal consultant has been complied with;



Conditions: Legal Consultants

5. Lawyer is not employed or engaged as a contract of service or job order contract by any other NGA or GOCC, although the lawyer may be engaged as a part-time consultants in up to 2 NGA or GOCC; and

6. Consultancy fee, including other remunerations and allowances does not exceed ₱50,000 per month.





THANK
YOU!

Any questions?

