

# Orientation on the Guidelines on Electronic Government Transaction

3<sup>rd</sup> PAGBA Quarterly Seminar and Meeting  
Nov 16, 2023



Dir. MARLON R. MARQUINA  
IT Audit Office, Systems and Technical Services Sector  
Commission on Audit

# Declaration of State Policy

- The State recognizes the vital role of information and communications technology (ICT) in nation-building
- The need to develop, with appropriate training programs and institutional policy changes, human resources for the information age, a labor force skilled in the use of ICT and a population capable of operating and utilizing electronic appliances and computers



# Legislative Intent

- Aims to facilitate
  - domestic and international dealings,
  - transactions, xxx,
  - exchanges and storage of information through the utilization of electronic, optical and similar medium, mode, instrumentality and technology to recognize the authenticity and reliability of electronic documents related to such activities, and
  - to promote the universal use of electronic transaction in the **government** and general public



# Part IV: ELECTRONIC TRANSACTIONS IN GOVERNMENT

- all departments, xxx , shall –
  - accept the creation, filing or retention of such documents in the form of electronic data messages or electronic documents;
  - Xxx
  - transact the government business and/or perform governmental functions using electronic data messages or electronic documents xxx



# Pandemic: Driver of Digital Transformation



Made with KINEMASTER

## Alternative Work Arrangements (AWA)

### Guidelines for DepEd Personnel

**DEPED ORDER NO. 011, S. 2020**

REVISED GUIDELINES ON ALTERNATIVE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC



GCash

Kabayan

PayMaya



# Innovation and e- Governance

(vs. Lost Opportunity)



<< OLD >>



<< NEW >>



**The Paperless Government Mission**  
Today, there's a better way to serve the public. Replace paper documents with digital services.

Ease of Doing Business and Efficient Government Service Delivery Act of 2018



# Constitutional Duty

- Sensitive duty to protect public funds
  - Revenue, Expenditure, and Use of property
- Exclusive authority to promulgate accounting and auditing rules, including those for the prevention and disallowance of IUEEU expenditures or uses of funds and properties
  - Irregular
  - Unnecessary
  - Excessive
  - Extravagant
  - unconscionable



# Audit Modernization Program

**“ Study, review, propose policies and regulations that is responsive to the changing times  
(true enabler) ”**





# Policies towards paperless transaction

- COA Circular No. 2021-006
  - “Electronic Document & Digital Signature”
- COA Circular No. 2021-014
  - “E-Collection and e-Payment”
- COA Circular No. 2023-006
  - “Digital Vault”



# COA Circular No. 2021-006



**Old School.**



**Highly Efficient.**



vs.

## eSignature

According to the U.S. Federal eSign Act passed in 2000, an electronic signature is an "electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record."

It is a legal concept of intent to sign.

## Digital Signature


A digital signature is a type of electronic signature that encrypts documents with digital codes that are particularly difficult to duplicate.

It is the encryption technology that underlies the signature, and works with an electronic signature instead of as an electronic signature.




SECTION 11. APPROVING AUTHORITY

Digitally signed by  
Belgica  
Jeremiah  
Banta  
**JEREMIAH B. BELGICA**  
Director General  
Anti-Red Tape Authority


  
Ano Eduardo Manahan  
2022.01.28 15:08:33  
+08'00'  
**EDUARDO M. AÑO**  
Secretary  
Department of the Interior and Local  
Government

  
**ARTHUR P. TUGADE**  
Secretary  
Department of Transportation

  
**FORTUNATO T. DELA PEÑA**  
Secretary  
Department of Science and Technology

  
**BERNADETTE FATIMA T.  
ROMULO-PUYAT**  
Secretary  
Department of Tourism

Digitally signed  
by Duque  
Francisco  
Tiongson III  
**FRANCISCO T. DUQUE III**  
Secretary  
Department of Health

  
Digitally signed  
by Caintic  
Emmanuel Rey  
Del Rosano  
**EMMANUEL REY R. CAINTIC**  
Acting Secretary  
Department of Information and Communications Technology

# Mixture of Digital, Digitized, and

# Wet

ARTA-DILG-DOST-TCODOH-DOT-  
DOTr  
JMC 2022-01

Streamlining Requirements and Processes for Travel through the adoption, implementation, and institutionalization of the S-Pass and an Interoperable Contract Tracing application in all Local Government Units (LGUs) and Ports and through the Integration of Relevant Information Systems in the COVID-19 Response Network





Signed this 19th day of May 2021.

Digitally signed by  
Duque Francisco  
Tiongson III

**FRANCISCO T. DUQUE III, M.D., MSc**  
Secretary  
Department of Health

**RAMON M. LOPEZ**  
Secretary

Department of Trade and Industry  
Chairman, Board of Investments

Digitally signed by  
Belgica  
Jeremiah  
Banta

**ATTY. JEREMIAH B. BELGICA, REB, EnP**  
Director General  
Anti-Red Tape Authority

**FORTUNATO T. DE LA PEÑA**  
Secretary  
Department of Science and Technology

Digitally signed by  
Domingo  
Rolando  
Enrique Dizon

**ROLANDO ENRIQUE D. DOMINGO**  
**M.D., DPBO**  
Director General  
Food and Drug Administration

**CARLITO G. GALVEZ, JR**  
Chief Implementer  
National Task Force Against  
Coronavirus Disease 2019

# Mixture of Digital and Digitized

**ARTA-DTI-BOI-DOST-DOH-FDA-NTF**  
**JMC 2021-01**

**Establishment of a Green Lane for Securing Permits, Licenses and Authorizations for the Establishment and Operation of a Bulk Import, Fill, and Finish Local Coronavirus Disease 2019 (COVID-19) Vaccine Manufacturing Facility and for the Registration for availment of Incentives**





15. APPROVING AUTHORITY



Digitally signed by Belgica Jeremiah Banta

**ATTY. JEREMIAH B. BELGICA, REB, EnP**  
*Director General*  
Anti-Red Tape Authority



Digitally signed by Florece Bernardo Capil Jr

**USEC. BERNARDO C. FLORECE, JR.**  
*OIC - Secretary*  
Department of the Interior and Local Government



Digitally signed by Lopez Ramon

**RAMON M. LOPEZ Mangahas**  
*Secretary*  
Department of Trade and Industry



Digitally signed by Honasan Gregorio Ballesteros II

**GREGORIO B. HONASAN II**  
*Secretary*  
Department of Information and Communications Technology



16. FEEDBACK

For related inquiries, kindly contact the Doing Business Division and the Office of the Director General of the Anti-Red Tape Authority at Tel. Nos. 8478-5091, 8478-5093, and 8478-5099 or at email addresses [doingbusiness@arta.gov.ph](mailto:doingbusiness@arta.gov.ph) or [odg@arta.gov.ph](mailto:odg@arta.gov.ph).


# Fully Digitally- signed

**ARTA-DTI-DILG-DICT  
JMC 2021-01**

**Guidelines for Processing  
Business Permits, Related  
Clearances and Licenses in  
all Cities and Municipalities**



# Disbursement Voucher

<b>COMMISSION ON AUDIT - HEAD OFFICE COMMONWEALTH AVENUE, QUEZON CITY</b>		<b>Fund Cluster:</b>	
<b>DISBURSEMENT VOUCHER</b>		<b>Date: 09/01/2022 DV No.:</b>	
<b>DV REF NO.: DVR-STSS-ITAO-2022-09-000003</b>			
<b>Mode of Payment</b>	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please Specify)		
<b>Payee</b>	CAMDSAIR, LINDA .	<b>TIN/Employee No.</b> 0162506	<b>ORS/BURS No.:</b>
<b>Address</b>	Commonwealth Avenue, Quezon City		
<b>Particulars</b>	<b>Responsibility Center</b>	<b>MFO/PAP</b>	<b>Amount</b>
Payment of lawful and necessary Expenses	31-000-0100000-14-05		
<b>Amount Due</b>			<b>8,250.00</b>
<b>A.</b>	Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.		
<div style="display: flex; align-items: center; justify-content: center;">  <div style="text-align: right; font-size: small;">           COA Signed 2022-09-07 13:44:05         </div> </div> <p style="margin-top: 5px;"> <b>MARLON R. MARQUINA</b>  <b>DIRECTOR</b> </p> <hr style="width: 30%; margin: 0 auto;"/> <p>Printed Name, Designation, and Signature of Supervisor</p>			
<b>Accounting Entry:</b>			



# Management Responsibility

- All government entities that elect to use and/or implement a system using digital signature or other types of electronic signature on electronic documents under this Circular **shall issue internal rules** in the adoption of the same.
  - Sanctions for unauthorized and illegal use (RA 10175, DICT rules)
- **Submit a Management Representation or Policy Statement** on the use of signature on electronic documents in their operations to their respective auditors together with the approved internal rules.



# COA Circular No. 2021-006

## Specific Affirmations pertaining to Digitally-signed Electronic Documents Provided to the Commission on Audit

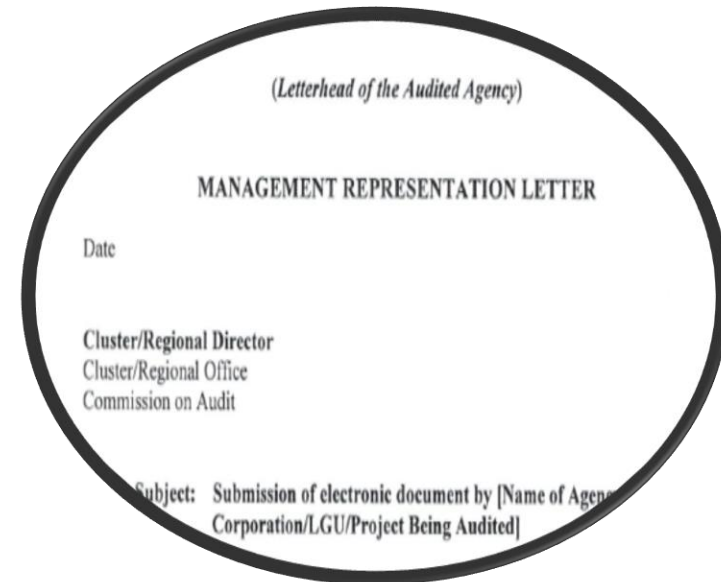
We certify that the [Agency/Corporation/LGU/Project] is implementing and will continuously review and ensure a secured process such that the documents submitted to COA with digital signature shall bear the valid and authentic signature of its appropriate signatories.

We further certify that:

1. Appropriate security procedures were made to maintain the integrity, reliability, and authenticity of the information provided;
2. All the persons who have applied for Digital Certificates shall take full responsibility and accountability for all actions performed using their digital certificates;
3. We verified that all electronic documents submitted are either original or faithful electronic reproductions or duplicate copy of the paper-based documents; and
4. In case of digitized document, we certify that the original, as the source of the digitized document is authentic.

## Admission of Estoppel on the Authenticity of Documents

We attest and certify that any document bearing our electronic signature (including digital signature) submitted to the auditor is authentic and accurate, thus can be submitted to any court as required under a subpoena duces tecum or can be used as a legal document for other purposes.





# Management Responsibility

To secure the electronic records with signatures, the government entity shall:

- Designate a focal person for all matters pertaining to electronic signing implementation of the government entity;
- Develop, maintain, and update accordingly the system documentation used for creating electronic records with signatures;
- Develop, maintain and implement standard operating procedures for the creation, utilization, storage, security, and management of electronic records that contain signatures, to ensure that the records are protected from unauthorized alteration or destruction
- Implement a security awareness program such as training the employees on the acceptable use of signature on electronic documents; and
- Develop and implement policy and guidelines on the ff:
  - Scope of the employee's authority to use a signature on electronic documents
  - Security measures for the protection of the digital certificate
  - Sanctions for misuse or abuse of signatures



# Scope

- The Circular shall apply when the audited agency submits electronic documents to the auditor in lieu of paper documents, where the signature of an authorized signatory is required
- Nothing in the Circular shall be construed as prohibiting an audited agency from submitting paper documents, or a combination of paper and electronic documents



# General Principles

- Submission of electronic documents with electronic signatures (including digital signatures) following the rules in this Circular, shall mean sufficient compliance to the requirement of submission of duly signed documents as any other duly signed paper document used in government transaction.
- When under existing rules, a document requires a signature, the use of electronic signature (including digital signature) on the electronic document shall be an accepted alternative and shall be equivalent to the signature of the person on a written document.



# Specific Guidelines on the use of Digital Signatures

- If a government entity elects to use and/or implement a system using digital signatures or other types of electronic signatures, they must:
  - ✓ Issue internal rules on its adoption, including sanction or punishment for unauthorized and illegal use, subject to existing rules and regulations and DICT policy;
  - ✓ Submit a Management Representation or Policy Statement on the use of digital signatures in their operations to their respective auditors;



# Specific Guidelines on the use of Digital Signatures

- Officials and employees designated/ authorized to sign using digital signatures should apply for their Individual Certificates with the DICT-PNPKI as Government Certificate Authority (CA) and undergo a process of identity verification and orientation.
- Alternatively, they may apply for their individual certificates from any other CA accredited or recognized by the DTI – Philippine Accreditation Bureau to issue digital certificates to be used in government transactions\*

Based on EO 810 s. 2009



# Specific Guidelines on the use of Digital Signatures

- When using digital signature, electronic document is preferred to be in Portable Document Format (pdf), Microsoft Excel Document (xlsx), or combination of both. Any other compatible format may also be used, provided it allows secure implementation of digital signature. For digitally signed e-mails, it is recommended that a government domain email be used (e.g., name@agency.gov.ph)

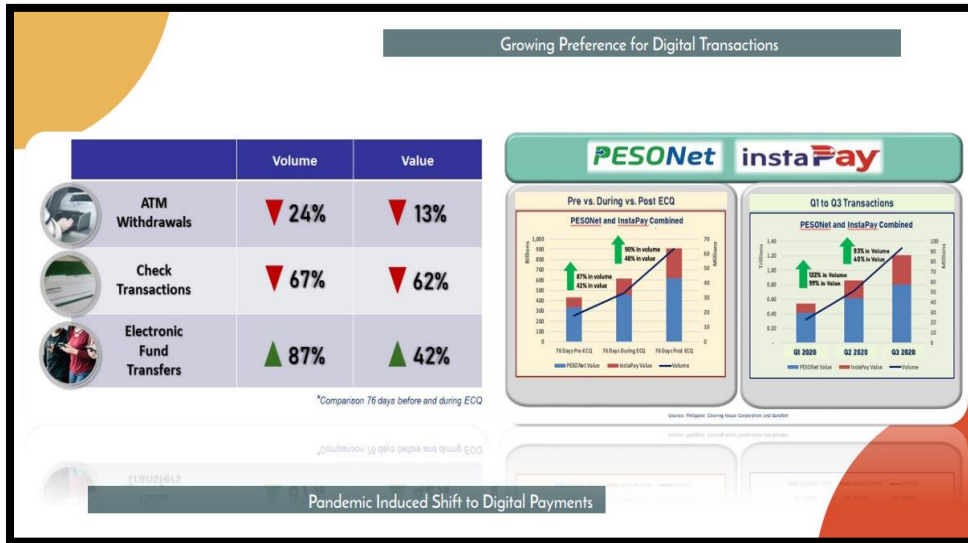


# Guidelines for other types of Electronic Signature

- When the officer opts to use any other type of electronic signature other than a digital signature, the same may be validly accepted provided that the agency is able to establish that:
  - The electronic signature is that of the person to whom it correlates
  - The electronic signature was affixed by that person with the intention of authenticating or approving the electronic document to which it is related or to indicate such person's consent to the transaction embodied therein
  - The methods or processes utilized to affix or verify the electronic signature, if any, operated without error or fault
  - The person whose e-signature was affixed, takes responsibility and assumed accountability that the document remained unchanged until it was submitted to the auditor



# Adoption of Electronic Payments



COA Circular No. 2021-014

*Guidelines on the use of Electronic Collection (e-Collection) and Electronic Payment (e-Payment) for Government Transactions*

**Pay for your government fees online!**

**The easy way to pay your BIR dues!**

- ✓ NO LINES
- ✓ NO ENROLLMENT





# All possible application of digital payment



# EO 170, s.2022

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 170

## ADOPTION OF DIGITAL PAYMENTS FOR GOVERNMENT DISBURSEMENTS AND COLLECTIONS

**SECTION 4. Digital Payments for Government Collections.** All Covered Agencies are mandated to offer a digital mode of collecting payments for taxes, fees, tolls, and other charges and impositions. It is understood that this Order does not foreclose the acceptance of cash and other traditional modes of payment.

**SECTION 3. Digital Payments for Government Disbursements.** All Covered Agencies shall utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements, including in the distribution of financial assistance, as well as in the payment of salaries, wages, allowances and other compensation to employees.



# Coverage



## All Government Entities

- ⑩ Having e-Collections or e-Payment transactions
- ⑩ Without or less physical interaction with the collecting or disbursing officers



Private entities authorized to perform governmental functions





# Definition of Terms

## INTERMEDIARIES

- these are Authorized Government Depository Bank (**AGDBs**), **Electronic Money Issuers (EMIs)** - *banks, non-bank financial institutions supervised by BSP, and non-bank institutions registered with BSP as a money transfer agent*, **Electronic Payment Gateway Provider (EPGPs)** - *bank or non-bank entity which operates or maintains an eCollection or ePayment Systems*, bank or any other BSP-regulated private entity facilitating government entity's collection or payment transactions.





# Definition of Terms

## Electronic Collection (e-Collection)

- NO actual money, check, or any physical note is handed through the hands of the government entity's collecting officer

- (CAR) Collect-Aggregate-Remit
- (SCC) Self-Collect and Credit





# Definition of Terms

## Electronic Payment (e-Payment)

- Disbursement money for the purposes of paying government expenses or expenditures through electronic means, such as fund transfer

- (DEP) Direct Electronic Payment
- (TDL) Transfer-Distribute-Liquidate



# General Principles

- ④ The use of electronic means and technology in performing governmental functions are allowed, pursuant to e-Commerce Act of 2000, and Ease of Doing Business and Efficient Government Service Delivery Act of 2018.
- ④ Public Office is a public trust. Public officials and employees cannot deny accountability over public funds and cannot be transferred to a private entity.
- ④ All revenues and disbursements should be accounted in the books.



# General Principles

- ❏ All expenditures and uses of funds should be transparent and have proper authorization
- ❏ Schemes of collection and/or payment that prevent transparency and accountability over public funds, shall be discontinued





# General Guidelines

**5.1.1** Engaging intermediaries should be covered by a contract or written agreement outlining the responsibilities of both parties

**5.1.2** Use of AGDB's facilities is encouraged

- In out-sourcing under CAR or TDL, RA 9184 needs to be followed
- Auditability Clause is a mandatory provision of the contract (out-source) per COA Circular No. 2020-010 dated December 2, 2020

**5.1.3** Agency opted to implement the digital transaction, there should be documented procedures consistent with internal control principles, and a focal person designated for its monitoring



# General Guidelines

## Sample Management's Representation Letter

(Auditee's Letterhead)

(Date)

(To The Auditor)

This representation letter is in connection with the implementation of the Electronic Collection and/or Payment Systems of the [Agency Name].

I certify that the [Agency Name] implements appropriate internal controls and procedures, and will continue to implement and review them as are necessary under the circumstances, including prevention and detection controls over the use of e-Collection and e-Payment Systems to safeguard the interest of the government.

I confirm to my knowledge and belief that:

- We/I have fulfilled our/my responsibilities for the design, implementation, and maintenance of proper and effective internal controls over the use of e-Collection and e-Payment Systems;
- We/I acknowledge our/my responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud;
- Management design its information technology (IT) controls to meet control objectives related to Information Security requirements on:
  - a. confidentiality to protect sensitive information from being viewed by unauthorized users.
  - b. integrity to safeguard critical IT resources like hardware, software, and data repositories from improper modification or destruction, and ensure nonrepudiation and authenticity of data; and
  - c. availability to ensure that critical IT resources (i.e., hardware, software, data) are available when needed.

I offer this Management Representation to attest the foregoing statements and to assert that the Audit Team can rely on the accuracy and correctness of documents and data submitted for audit, resulting from the implementation of the e-Collection and/or e-Payment Systems by [Agency Name].

Very truly yours,

\_\_\_\_\_  
Head of Agency / Authorized Representative

Attested by:

\_\_\_\_\_  
[Head, Internal Audit Unit, Compliance Department, or its equivalent]

5.1.4 Management Representation is a prerequisite and shall be submitted to COA Audit Team within 60 days from the effectivity of this Circular and every March 31 thereafter.



# Electronic Collections



# e-Collection

## Two categories

### Collect-Aggregate-Remit (CAR)

- An e-Collection scheme where the daily collections are done by the intermediary on behalf of its principal government entity and aggregated in the intermediaries' possession or control for a period of time before being remitted to the government entity's AGDB accounts or that of National Treasurer.

### Self-Collect-Credit (SCC)

- An e-Collection scheme where the collections are done by the government entity itself utilizing the intermediary's technology or infrastructure, and collections will not pass through the hands of the collecting officer but are directly credited to the government entity's AGDB accounts or that of National Treasurer



# Collect-Aggregate-Remit (CAR)

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5.2.2.b The electronic AR shall be accepted to the same extent as OR supposedly issued by the government entity itself.

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As far as the public is concerned, every AR issued by such intermediary is binding to the government entity, and for all intents and purposes, is considered collection by the latter.

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Such AR should have a security protocol to ensure the authenticity, completeness, and traceability of the collection.



## Collect-Aggregate-Remit (CAR)

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5.2.2.d The intermediaries shall remit or deposit intact the full amount of collections due to the government to the appropriate account in the AGDB within the next banking day from the collection date or within the time period as may be prescribed by DOF.

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They shall submit to the government entity a Certification of Deposit, (*Annex C*), and proof (e.g., EFT receipt, validated deposit slip, bank confirmation) that the total amount collected from the previous day is actually deposited to the appropriate AGDB account.



## Collect-Aggregate-Remit (CAR)

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5.2.2.h The intermediary shall be required to post intermediary's bond in favor of the government entity as the beneficiary, a copy of which shall be provided to the Audit Team concerned.

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The bond shall cover any amount collected by the former in the event that it fails to deposit the collections to the appropriate AGDB account within the prescribed period.



# Self-Collect-Credit (SCC)

## 5.2.3.a

- The government entity, using its own front-end system for online collection, shall immediately issue eOR to acknowledge every transaction consistent with COA Circular No. 2013-007 dated September 18, 2013, DTI-DOF JDAO No. 02 s.2006, and DTI-DOF JDAO No. 10-01, s. 2010





# Self-Collect-Credit (SCC)

## 5.2.3.b

- For face-to-face collection, where no cash, check, or physical note was used, through the government entity's collecting officer, the government entity shall issue an eOR.

## 5.2.3.c

- For all collections wherein the funds are not yet in the appropriate AGDB account, the agency shall prepare the Report of e-Collections and Deposits (Annex F).

## 5.2.3.d

- For collections directly credited to the appropriate AGDB account, the authorized cash/treasury personnel shall confirm the deposit, which shall be the basis for preparing the Report of Daily Collection Directly Deposited to the Agency's Bank Account (Annex G)



# E-Collection

	CAR	SCC
Possession of the money at the time of collection	In the account of the intermediary	In the account of the agency
Remittance	Intermediaries shall remit or deposit intact the full amount of collections due to the government to the appropriate account in the AGDB within the next banking day from the collection date or within the time period as may be prescribed by DOF	Since money is already in the agency's account, the collection is already considered remitted.
Proof of Payment	Acknowledgment Receipt Issued by the intermediary	Official Receipt issued by the Government Agency
Bonds requirement	Required	Not required



# E-Collection

	CAR	SCC
Reporting - Intermediary	<p>Intermediaries should submit the following to the government agency within the next banking day:</p> <ul style="list-style-type: none"> <li>• List of Daily Collections</li> <li>• Certification of Deposit</li> <li>• proof (e.g., EFT receipt, validated deposit slip, bank confirmation) that the total amount collected from the previous day is actually deposited to the appropriate AGDB account.</li> <li>• Electronic copy of ARs</li> </ul>	<p>Intermediaries' platform should be able to generate or submit details of collection</p>



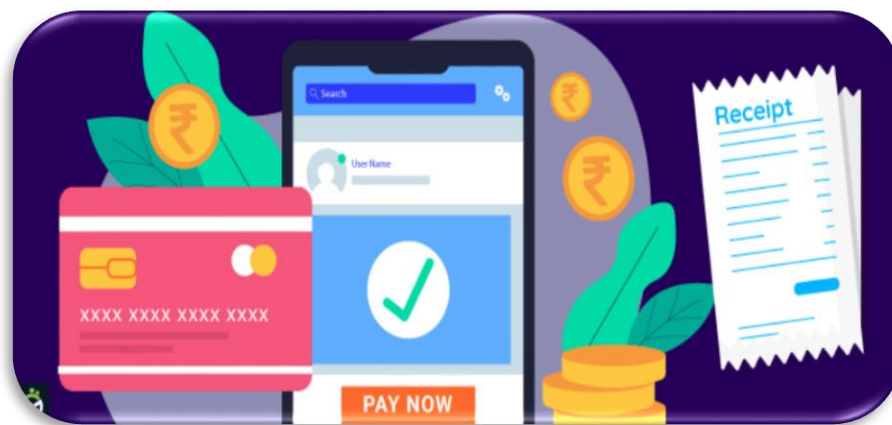


# Electronic Payment



# Direct Electronic Payment

Payments are made by the government entity itself using the intermediary's technology or infrastructure



4.1.4 Authority to Debit Account (ADA) – is a document that serves as the authority for the MDS-AGSB to debit the MDS sub-account of the SA for the amounts to be immediately credited to the bank accounts of the LGUs on the value date.



# Direct Electronic Payment

*Certified  
Electronic List of  
**Successful**  
Fund Transfer*

- Payee's name
- Amount
- Date of Transaction
- Bank Acct No.

**Advice/  
Authority to  
Debit  
Account**

*Certified  
Electronic List of  
**Failed**  
Fund Transfer*

- Payee's name
- Amount
- Date of Attempt to credit the fund





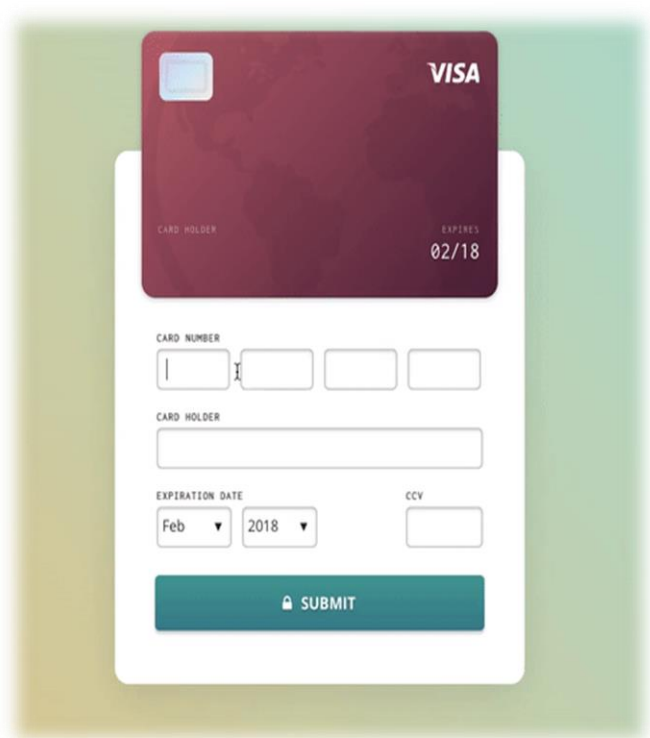
# Direct Electronic Payment

## Use of Agency Credit Card

- May be resorted to if no other more expeditious and inexpensive options
- Rules on accounts payable apply

## Requirements:

- Documentation of Internal Control
- Implementation needs prior approval
- Certification from the Head of the Agency or Representative
- Statement of Account and receipts
- Ensure billed amount paid in full and card balance not exceed authorized credit limit
- Used only for official transactions





# Transfer- Distribute - Liquidate

Government entity's fund are first transferred to the intermediary's possession and control, which latter thereafter uses to distribute payments to the intended payees of the government entity.



PAYMENT CENTERS



BENEFICIARIES



	<b>Direct Electronic Payment</b>	<b>Transfer-Distribute-Liquidate</b>
<b>Disbursement Process</b>	Payments are directly made from the agency's account to the accounts of the beneficiaries, creditors, suppliers, etc.	Funds are transferred first to the intermediary, who will distribute it to the actual payee/beneficiaries.
<b>Required Reports</b>	Daily Report of e-Payments from Agency Account, prepared by the disbursing officer	Liquidation reports, to be submitted by the intermediary, within 30 days after disbursement of funds supported with proof that the funds are actually distributed to beneficiaries
<b>Bond Requirement</b>	Not Required	Required



# Saving Clause

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The intention is to provide guidance and to make it clear that *online transaction in government is allowed*.

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For instances or situations not expressly covered or stipulated in the Circular, interpretation that would allow operational effectiveness should be favored.

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In case of doubt, the Systems and Technical Services Service may be consulted.



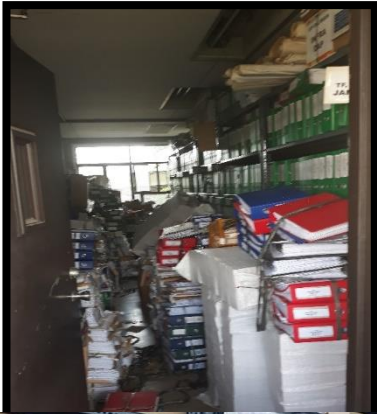
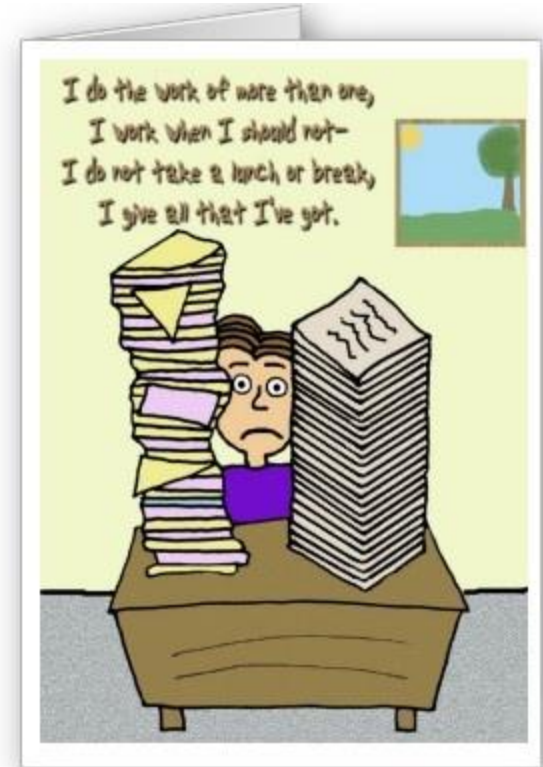
# Transitory Clause

Entities covered by this Circular are given 1 year to:

- Make amendments to their existing contacts with intermediaries
- Install controls necessary for the secured implementation of the system as prescribed
- Formulate internal controls compliant with standards on security
- Other activities desirable and necessary



# Overwhelming documents



# Submission in Electronic Form



**JOURNAL ENTRY VOUCHER**  
LGU - CABARROGUIS, QUIRINO

JEV No. 05  
Date: December 31, 2011  
Fund: General Fund

Collection  Check Disbursement  Cash Disbursement  Other

Responsibility Center	Accounts and Explanation	Code	Debit	Credit
	Income and Expense Summary	515	12,161,487.89	
	Retained Operating Surplus	515		12,161,487.89
	To Close Income and Expense Summary Account to Retained Operating Surplus			
	Retained Operating Surplus	515	12,161,487.89	
	Government Equity	501		12,161,487.89
	To Close Retained Operating Surplus to Government Equity			
	Prior Year Adjustment	501	771,589.81	
	Government Equity	684		771,589.81
	To Close Prior Year Adjustment to Government Equity			

CERTIFIED CORRECT:  
OC - Municipal Accounts

ANNEX B

Republic of the Philippines  
PROVINCIAL GOVERNMENT OF KALAYAAN, LAGUNA  
Kalayaan, Laguna

No. 100

**DISBURSEMENT VOUCHER**

Mode of Payment:  Check  Cash  Other

Payee: Bureau of Treasury  
Address: San Pablo City

EXPLANATION: To Payment of Fire Code Fee of this Municipality for the month of April to June 2006. As per supporting papers hereto attached in the amount of... P1p

A) Certified:  Absentee obligated for the purpose as indicate above Supporting documents complete

B) Certified:  Fund Available

C) Approved for Payment:  Head, Accounting Unit: Authorized Representative

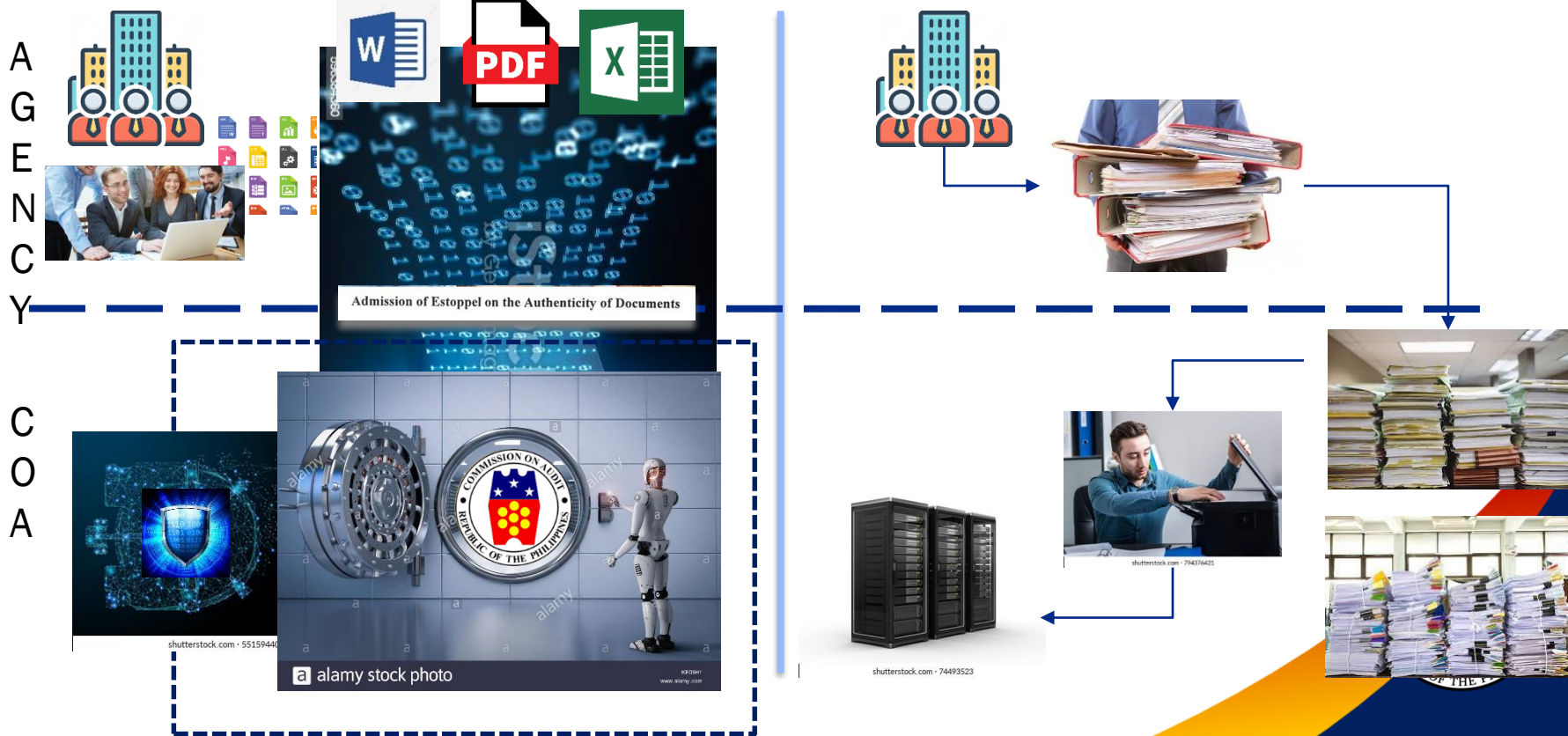
D) Received Payment:  Treasurer: Authorized Representative



# Digital Vault and Electronic Evidence

MIKA-EL

ARCIS



A  
G  
E  
N  
C  
Y

C  
O  
A

# COA Digital Vault (COA Circular No. 2023-006)

Legislative

Executive

Judiciary



EO 810



DTI-DOF  
JDAO 2, s. 2006



Philippine Good Regulatory Principles: Implementation of Commission on Audit



Audited Agencies







JOURNAL ENTRY VOUCHER		LOU - CABARROGUIS, QUIRINO		JEV No.	08	
				Date	December 31, 2011	
				Part	General Fund	
		Accounting Entries		Account	Debit	Credit
Responsible Officer	Account and Explanation	Account Code	Part	Debit	Credit	
	Revenue and Expense Summary	513		12,000,007.89		
	Revenue Operating Supplies	513			12,000,007.89	
To Clear Revenue and Expense Summary Account to Revenue Operating Supplies						
	Revenue Operating Supplies	513		12,000,007.89		
	Government Equity	501			12,000,007.89	
To Clear Revenue Operating Supplies to Government Equity						
	Five Year Adjustment	504		775,389.61		
	Government Equity	504			775,389.61	
To Clear Five Year Adjustment to Government Equity						

CERTIFIED CORRECT  
OC - Municipal Account

ANNEX B

Republic of the Philippines  
PROVINCIAL GOVERNMENT OF KALAYAN, LAGUNA  
Kalayaan, Laguna

DISBURSEMENT VOUCHER No. 101

Mode of Payment  Check  Cash  Other

Payee Bureau of Treasury

Address San Pablo City

EXPLANATION  
To: Payment of Fire Code Fee of this Municipality for the month of April to June 2008. As per supporting papers hereto attached in the amount of...

Signature of Municipal Accountant  
Signature of Municipal Treasurer

Signature of Municipal Mayor  
Signature of Bureau of Treasury

- Promote the use of electronic documents and eventually eliminate the need for document warehouses



# COA Resolution

**NOW, THEREFORE**, the Commission Proper **RESOLVES**, as it does hereby **RESOLVE**, to prescribe, as part of its custodial function, the preservation of vouchers and all supporting documents, other records and reports as audit evidence, submitted to the Audit Teams by the government agencies in electronic form; The vouchers together with all the supporting papers, and other pertinent audit evidence relating to the accounts and transactions of the government, that are received, recorded, transmitted, stored, processed, retrieved, or electronically produced, and are submitted by the government agencies in electronic form shall be kept and preserved in digital form.

**RESOLVED FURTHER**, the Commission shall preserve these records and documents in this modified process when the same, as submitted, satisfies the definition of “Original of document” stated in Section 4, Rule 130, 2019 Amendment to the 1989 Revised Rules on Evidence. The print-out or hard copies of these documents need not be preserved by the Audit Teams. *Provided*, nothing in this Resolution shall be construed as prohibiting auditors to print them when necessary, nor this does not remove the



# What to anticipate

## IV. GENERAL PRINCIPLES

Electronic records and documents, as given legal effect and admissibility by the Legislative, Executive, and Judiciary, are generally acceptable proof of government transactions subject to compliance with the law and rules.

Generally, government entities are encouraged to adopt digital transformation initiatives or e-Governance projects, with consideration of advances in technology, to streamline its operations for more efficient, effective and economical delivery of public services.



## V. GUIDELINES

4. For purposes of compliance with the demand for and submission of ERDs by the government entities, such submission through the EDP is considered submitted to their respective resident Audit Teams.
  
7. For the purpose of uploading ERDs through the EDP, the head of government entity shall designate a focal officer, such designation shall be furnished to the Audit Team concerned. The link or Uniform Resource Locator to the EDP shall be sent via email to the focal officer. The same email will contain instructions to upload additional records and/or documents if needed. After receiving the link, the focal officer may proceed with the following steps:



## The Digital Vault

12. A digital vault is hereby created by this Commission to safely store all ERDs submitted by the government entities pursuant to this Circular. The digital vault shall be maintained by this Commission, through the Information Technology Audit Office (ITAO), Systems and Technical Services Sector (STSS), as part of its audit modernization efforts, this will help slowly do away with physical document warehouses and filing rooms.
13. ERDs submitted through the EDP shall be directly stored and safely kept in the digital vault.
14. The Audit Teams shall utilize the digital vault for their constructive custody, modernized safekeeping and preservation of ERDs.

## VIII. TRANSITORY CLAUSE

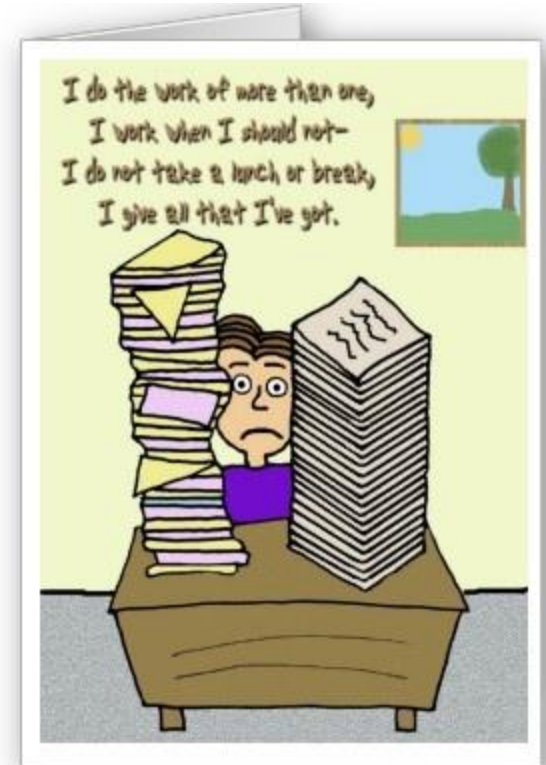
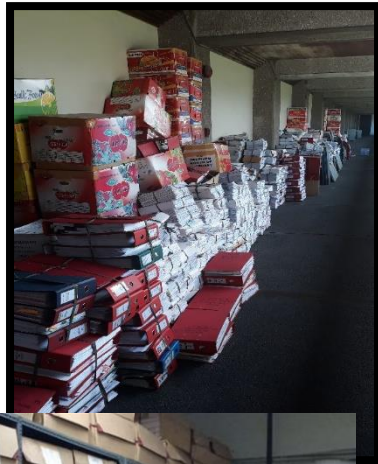
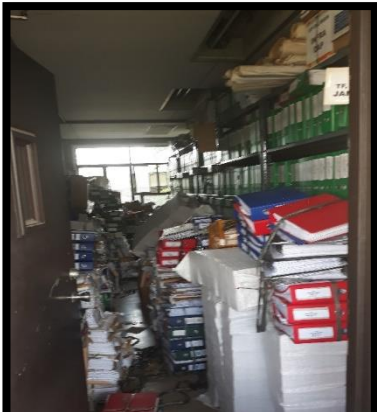
There shall be a period of evaluation during which time the government entities shall, notwithstanding the provision herein, forward to the Audit Team concerned the original source document of those scanned or digitized documents. The said period will last for such time that all stakeholders of this Circular are well adjusted to the use of ERDs. The Commission shall review and evaluate the implementation of this Circular year on year and may terminate or extend such period upon the recommendation of the Legal Services Sector.



# Envisioned Custodial Function



# From Overwork...





# Vision (efficient work)



Your Commission on Audit will continue to strive to be your enabling partner, and help improve government operations, in partnership with stakeholders, for the benefit of the Filipino people.



Email your concerns:  
[support.mikael.portal@coa.gov.ph](mailto:support.mikael.portal@coa.gov.ph)

# Thank you!



# Open Forum

