

**[ LTO MEMORANDUM CIRCULAR NO. VPT-2011-1478, February 21, 2011 ]**

**COMMON AUDIT FINDINGS ON PROPERTY ACCOUNTABILITY**

Audit findings commonly disclosed by the Central Office Internal Auditors in the audit of the Property Accountabilities of the different district/extension offices nationwide are the numerous unaccounted CR, plates (new and storage) and stickers due to the following deficiencies, despite of the thorough discussion during the briefing by the ITPEMC in 2006 and 2007, to wit:

1. Non-updating of plates in the LTO-IT System especially those plates manually issued but not tagged as released in the system.
2. Non-sequential issuance of plates.
3. Non-tagging of stickers issued.
4. Non-recording of the details of reactivation of storage plates in the logbook or no logbook at all.
5. Non-printing of Stickers and Plate Monitoring Reports Monthly as well as the Report of CR Issued daily.

Those above-mentioned deficiencies reflected weaknesses of internal control and monitoring in handling accountable items which usually leads to non-issuance/pending central office clearance to accountable employees once they retire.

In view thereof, and in order to prevent the occurrence of the same, all concerned employees are directed to strictly comply with the following:

1. Assign plate number that is only available in the MVRS plate table; (no pre-assignment of plate)
2. Update immediately all pre-assigned temporary plate with the regular plate using plate maintenance facility;
3. Ensure that all released stickers are tagged in the system;
4. See to it that details of the reactivation of storage plates are indicated in the logbook for easy verification; and
5. Mandatory printing of Plates and Sticker Monitoring Reports (weekly or monthly) and Report of CR Issued (daily)

Any employee found violating this Memorandum Circular shall be charged administratively.

For strict compliance.

Adopted: 21 February 2011