



No. 2009-076

Date: September 15, 2009

MEMORANDUM

- TO :** All COA Assistant Commissioners, COA Directors, COA Supervising Auditors, Audit Team Leaders and All Others Concerned.
- SUBJECT :** Clarification on the Role of Supervising Auditor in the conduct and discharge of the pre-audit functions in auditing units where both Supervising Auditor (SA) and Audit Team Leader (ATL) are assigned.

Paragraph 5.1 of COA Circular No. 2009-002 dated May 18, 2009 states that “Pre-audit shall, in addition to the existing duties and functions, be the responsibility of the head of the auditing unit/audit team. In an auditing unit where a Supervising Auditor (SA) and Audit Team Leader(s) (ATLs) are assigned, the pre-audit functions shall be discharged by the SA. Pre-audit functions in all other auditing units headed by ATLs whether or not placed under the supervision of the SAs shall be carried out by such ATLs.”

This Memorandum is being issued to clarify on who will discharge the functions of pre-audit in an auditing unit where both an SA and ATL are assigned, to identify responsibility and accountability on selective pre-audit and to facilitate proper supervision.

These guidelines shall be followed in the performance of Paragraph 8.1, 8.3 and 8.6 of COA Circular No. 2009-002:

- a. *For the Departments of the National Government and Government Owned or Controlled Corporation (GOCC)*
- (1) The pre-audit functions shall be the joint responsibility of the SA and the concerned ATL for transactions of the Department or Head Office of the Corporation.
 - (2) Both SA and ATL may maintain office in the same Bureau/agency of the national government or branch/subsidiary of GOCC. However, if these offices

operate independently and maintain separate books of accounts, the pre-audit functions shall be the responsibility of the ATL assigned thereof.


- b. ***For Local Government Units in Metro Manila*** - The pre-audit functions shall be the joint responsibility of the SA and the concerned ATLs under his supervision.
- c. ***For Local Government Units outside Metro Manila*** - For provincial governments and chartered cities, the pre-audit functions shall be the joint responsibility of the SA and ATL concerned for transactions pertaining to the provincial/city accounts only. For all other transactions and auditees, the pre-audit functions shall be the responsibility of the ATL concerned.
- d. The Supervising Auditor shall continue to exercise his supervisory responsibility over the ATLs of his audit group.

All COA Circulars, Memoranda and other issuances inconsistent herewith are hereby revoked or modified accordingly.

This Memorandum shall take effect immediately.



JUANITO G. ESPINO, JR.
Commissioner



REYNALDO A. VILLAR
Chairman