



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



**CONDUCT OF INVENTORY AND TURNOVER OF ALL BARANGAY PROPERTIES,
FINANCIAL RECORDS, DOCUMENTS (BPFDRs) AND MONEY ACCOUNTABILITIES BY
ALL INCUMBENT BARANGAY OFFICIALS**

**DILG Memorandum Circular No. 2018-12
February 1, 2018**

1.0 LEGAL BASES

- 1.1 Section 2 of Presidential Decree No. 1445, otherwise known as the *"Government Auditing Code of the Philippines"* states that, it is the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government.
- 1.2 Section 375 of the Local Government Code of 1991 provides for the *"Primary and Secondary Accountability for Government Property"*, wherein the Punong Barangay (PB) shall be primarily accountable for all government properties assigned or issued at the barangay level. The person or persons entrusted with the possession or custody of such government properties, under the accountability of the PB, shall be immediately accountable to the PB.
- 1.3 Section 376 of the same Code provides for the *"Responsibility for Proper Use and Care of Government Property"* by the concerned local officials who are in actual physical possession of government property or entrusted with its custody and control.
- 1.4 Section 1 of Republic Act 10952, An Act Postponing the October 2017 Barangay and Sangguniang Kabataan Elections, provides that the Barangay and Sangguniang Kabataan Elections shall be held on the second Monday of May 2018.
- 1.5 Section 2 of RA 10952 mandates that the term of office of the elected barangay and sangguniang kabataan officials shall commence at noon of June 30, 2018.

2.0 PURPOSE

- 2.1 In the observance of the above-cited laws, and in preparation for the May 14, 2018 Barangay and Sangguniang Kabataan Elections, all Punong Barangays and concerned barangay officials are required to prepare the

necessary documents, to include inventory of all barangay financial records, reports, finances and properties that were issued, assigned, entrusted or under the custody of all concerned barangay officials from the start of their terms of office up to the present.

2.2 To sustain transparent and accountable local governance at the barangay level, and to further ensure that all concerned barangay officials exercise due diligence as regards proper use, care, utilization and safekeeping of all government properties, barangay funds, financial records and documents.

3.0 COVERAGE

This Circular shall cover all **PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, LIGA NG MGA BARANGAY CHAPTER PRESIDENTS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, ARMM REGIONAL GOVERNOR, AND ALL OTHERS CONCERNED.**

4.0 POLICY CONTENT

This Circular is issued to realize the systematic transition from the outgoing barangay officials to the incoming newly elected or re-elected barangay officials come June 30, 2018.

Further, it provides specific activities and timelines to be undertaken by concerned local officials in the conduct of inventory and turnover of all BPFDRs and money accountabilities, such as:

4.1 CREATION OF BARANGAY INVENTORY TEAM (BIT)

4.1.1 Composition – The BIT shall be composed of the following:

Chairperson: Punong Barangay

Members:

- At least two (2) Kagawads
- Barangay Secretary
- Barangay Treasurer
- Bookkeeper or City/ Municipal Representative
- At least two (2) CSO Representatives, preferably from the faith-based organization and/or members of the BDC

4.1.2 Duties and Functions – The Punong Barangay/BIT shall:

4.1.2.1 Undertake the following activities within the prescribed period, such as:

ACTIVITY	OPR	TIMELINE
1. Issue an Executive Order ¹ on the Creation of BIT	Punong Barangay (PB)	Not later than February 23, 2018
2. Convene the members of the BIT		

¹ Annex "A" - Executive Order Template

3. Furnish the DILG City Director or the City/ Municipal Local Government Operations Officer a copy of the Executive Order	PB	Not later than February 26, 2018
4. Conduct an <i>initial inventory</i> of all BPFDRs using <i>Inventory and Turnover Form No.1²</i> ;	BIT	Not later than March 9, 2018
5. Furnish the City/Municipal Accountant; local COA; and the concerned DILG CD/C/MLGOO copy of the accomplished Inventory and Turnover Form No. 1	BIT	Not later than March 12, 2018
6. Conduct the <i>final inventory</i> of BPFDRs and Money Accountabilities using <i>Inventory and Turnover Form No. 2³</i>	BIT	Not later than May 30, 2018
7. Furnish the City/Municipal Accountant; local COA; and the concerned DILG CD/C/MLGOO copy of the accomplished Inventory and Turnover Form No. 2	BIT	Not later than June 3, 2018
8. Post the Final Inventory and Turnover Form No. 2 approved by the C/MATT in three (3) conspicuous places within the barangay premises and/or in the barangay's official website or facebook account, if any, and <i>shall always be made available to the public</i>	PB	Upon approval of the C/MATT
9. Plan and organize the conduct of formal Turnover Ceremony		
10. Notify the City/Municipal Mayor; local officials; local COA; the DILG City Director or C/MLGOO; and the newly elected barangay officials for the conduct of turnover ceremony	BIT	Not later than June 23, 2018
11. Conduct the Turnover Ceremony	PB	Not later than 12 noon of June 30, 2018

4.1.2.2 Ensure the completeness of all BPFDRs, to include legislative and administrative records, transcript or minutes of meetings, list and status of complaints filed before the Lupong Tagapamayapa, updated Registry of Barangay Inhabitants (RBIs), list or inventory of current local or international development assisted projects, if any, and all other documents and/or logbooks containing barangay transactions; and

² Annex "B" - Inventory and Turnover Form No. 1: Initial Inventory of BPFDRs

³ Annex "C" - Inventory and Turnover Form No. 2: Final Inventory and Turnover of BPFDRs and Money Accountabilities

4.1.2.3 See to it that all properties of the barangay, supplies, finances/money that are in actual possession or entrusted to the concerned barangay officials and employees, including reports on damaged or lost items or repairs made to properties are properly accounted, turned over and listed in the prescribed Inventory and Turnover Forms;

4.2 ROLES AND RESPONSIBILITIES - All concerned are directed to perform their respective roles and responsibilities, such as:

4.2.1 OUTGOING BARANGAY OFFICIAL

4.2.1.1 Submit to the BIT the list of all barangay properties that are entrusted to him/her or under his/her possession;

4.2.1.2 Liquidate or settle all money accountabilities or other financial concerns;

4.2.1.3 Turnover all BPFDRs to the BIT before the expiration of his/her term of office; and

4.2.1.4 Secure money and property clearance pursuant to Article 443 of RA 7160, guided by the following:

4.2.1.4.1 The concerned outgoing barangay official shall secure clearance from the Barangay Treasurer⁴;

4.2.1.4.2 The Barangay Treasurer shall secure clearance from the Punong Barangay⁵; and

4.2.1.4.3 The outgoing Punong Barangay shall secure clearance from the City/Municipal Mayor after he/she turned over all BPFDRs to the incoming Punong Barangay⁶.

4.2.2 CITY/MUNICIPAL MAYOR

The City/Municipal Mayors, in the exercise of their power of general supervision over barangays, are enjoined to ensure the smooth and orderly turnover of responsibilities for the proper use and care of government funds and properties by the component barangays and shall perform the following:

4.2.2.1 Direct all barangay officials to adhere to this Circular;

⁴ DILG Memorandum Circular No. 2002-122 dated August 5, 2002

⁵ DILG Memorandum Circular No. 2002-122 dated August 5, 2002

⁶ New Government Accounting System (N-GAS): Item 7.4.3, Chapter VII, **MANUAL ON FINANCIAL MANAGEMENT OF BARANGAYS**

- 4.2.2.2 Provide necessary support to all BITs under his/her jurisdiction to efficiently and effectively perform their duties, roles and functions;
- 4.2.2.3 Create, through an Executive Order, a City/Municipal Audit and Transition Team (C/MATT) for Barangays **not later than 28 February 2018**, composed of, but not limited to, the following:

4.2.2.3.1 COMPOSITION

Chairperson: City/Municipal Accountant

Members : DILG City Director/C/MLGOO

Liga ng mga Barangay Chapter President

Selected Staffs of the C/M Accounting Office

Representatives from the Faith-Based Organization/CSO/NGO/PO

4.2.2.3.2 DUTIES AND FUNCTIONS

- 4.2.2.3.2.1 Supervise the BIT in the conduct of inventory and turnover of BPFDRs and money accountabilities;
- 4.2.2.3.2.2 Conduct audit, verification and checking of the actual physical count of BPFDRs as against the accomplished Inventory and Turnover Forms prepared and submitted by BIT not later than 15 June 2018;
- 4.2.2.3.2.3 Ensure that BPFDRs and money accountabilities assigned or entrusted to by the concerned accountable barangay officials are completely listed and turned over before the conduct of Turnover Ceremony;
- 4.2.2.3.2.4 Submit to the City/Municipal Mayor, Office of the Ombudsman, COA and DILG the list, containing the names of accountable barangay officials, who failed to turnover BPFDRs and money accountabilities, if any; and
- 4.2.2.3.2.5 Assist the City/Municipal Mayor in ensuring a smooth and orderly transition, and the successful conduct of turnover ceremony to the newly elected/re-elected barangay officials.
- 4.2.2.4 Convene the C/MATT for Barangays and discuss their duties and functions in the conduct of inventory and audit of BFRDPs and money accountabilities;
- 4.2.2.5 Post the accomplished Final Inventory and Turnover Form No. 2 of all component barangays within the City/Municipal Hall premises and/or in the official website of the City/Municipality.

4.2.2.6 Ensure that BPFDRs and Money Accountabilities subject of the final inventory by the C/MATT are intact and to be turned over to the incoming or newly elected barangay officials; and

4.2.2.7 Monitor compliance of all barangay officials, BIT and C/MATT with this Circular.

4.2.3 DILG REGIONAL DIRECTOR AND ARMM REGIONAL GOVERNOR

All DILG Regional Directors and the ARMM Regional Governor are directed to perform the following:

4.2.3.1 Cause the immediate and widest dissemination of this Circular to all the local government units under their jurisdictional territory;

4.2.3.2 Ensure compliance of this Circular by the concerned local officials;

4.2.3.3 Provide appropriate assistance to Field Officers within the regional territory;

4.2.3.4 Direct the DILG Field Officers to perform their respective duties and functions to implement this Circular within their respective areas of responsibilities; and

4.2.3.5 Submit Regional Consolidated Reports to DILG Secretary, through the National Barangay Operations Office (NBOO) via gmail at *nboo.dilgco@gmail.com*, using the prescribed monitoring forms on the following schedule:

ANNEX	TYPE OF REPORT	DATE OF SUBMISSION
"D"	Regional Consolidated Report on the Creation of C/MATT for Barangays and Barangay Inventory Team	On or before 15 April 2018
"E"	Regional Consolidated Report on the Conduct of Initial and Final Inventory of BPFDRs and Money Accountabilities; and Conduct of Turnover Ceremony	On or before 15 July 2018

4.2.5 DILG PROVINCIAL DIRECTOR

4.2.5.1 Provide necessary assistance to the concerned C/MLGOOs in the conduct of inventory and audit of BPFDRs and money accountabilities;

4.2.5.2 Ensure a smooth and orderly transition and successful conduct of turnover ceremony to the newly elected or re-elected barangay officials; and

4.2.5.3 Consolidate monitoring reports using the prescribed templates (**Annexes "F" and "G"**) and submit the same to the concerned Regional Director and to ARMM Regional Secretary, in the case of provinces in ARMM.

4.2.6 DILG CITY DIRECTOR, CITY AND MUNICIPAL LGOO

- 4.2.6.1 Provide copy of this Circular to concerned City/Municipal Mayor and all Punong Barangays within the city/municipality;
- 4.2.6.2 Discuss the pertinent provisions of this Circular to the concerned LCEs;
- 4.2.6.3 Collaborate with the City/Municipal Accountant to convene the C/MATT for Barangays;
- 4.2.6.4 Perform the duties and functions as C/MATT member;
- 4.2.6.5 Ensure compliance of all concerned local officials to this Circular within his/her area of responsibility; and
- 4.2.6.6 Submit monitoring reports, using the prescribed templates (**Annexes "H" and "I"**), to the concerned Regional Director, in the case of Highly Urbanized City and Independent Component City, and to the concerned Provincial Director in the case of component city and municipality.


5.0 SANCTION

Failure by the concerned barangay official to turnover BPFDRs and Money Accountabilities assigned to him/her or under his/her custody may be a ground for the filing of a criminal charges in accordance with the Revised Penal Code and other existing laws.

6.0 EFFECTIVITY

This Circular shall take effect immediately.

7.0 APPROVING AUTHORITY


EDUARDO M. AÑO *in*
Officer-In-Charge, DILG



8.0 FEEDBACK

For related inquiries and clarification kindly contact the National Barangay Operations Office at telephone numbers 925-1137 and 925-0328, or at gmail address ***nboo.dilgco2018@gmail.com***.

Barangay _____

(Address)

OFFICE OF THE PUNONG BARANGAY

EXECUTIVE ORDER NO. 2018-____**Date:** _____**AN ORDER CREATING THE BARANGAY INVENTORY TEAM (BIT) IN CONNECTION WITH THE MAY 14, 2018 BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS**

WHEREAS, Republic Act 10952, also known as "An Act Postponing the October 2017 Barangay and Sangguniang Kabataan Elections, Amending for the Purpose Republic Act No. 9164, as Amended by Republic Act No. 9340, Republic Act No. 10632, Republic Act 10656, and Republic Act 10923, and for Other Purposes";

WHEREAS, Section 1 of the said Act provides that the Synchronized Barangay and Sangguniang Kabataan Elections shall be held on 14 May 2018;

WHEREAS, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2018- ____ dated _____ 2018, on the Conduct of Inventory and Turnover of all Barangay Properties, Financial Records, Documents (BPFDRs) and Money Accountabilities by all Incumbent Barangay Officials;

WHEREAS, the said Circular mandates all Punong Barangays to convene and create their respective Barangay Inventory Team (BIT), through an Executive Order and submit copy of the same to the concerned City/Municipal Mayor and the City Director /C/MLGOO;

WHEREAS, the BIT shall be created primarily for purposes of conducting an inventory and turnover of BPFDRs and money accountabilities; and ensuring an orderly and smooth transition of barangay governance to the newly elected or re-elected incoming barangay officials;

NOW, THEREFORE, I, _____, Punong Barangay of Barangay _____ City/Municipality of _____, Province of _____, by virtue of the powers vested in me by law, do hereby order the creation of the Barangay Inventory Team, with the following provisions:

SECTION I. COMPOSITION:

The BTT shall be composed of the following:

Chair:	Hon. _____,	Punong Barangay
Vice Chair:	Hon. _____,	Sangguniang Barangay Member
Members:	Hon. _____,	Sangguniang Barangay Member
	Hon. _____,	Sangguniang Barangay Member
	Mr./Ms. _____,	Barangay Secretary
	Mr./Ms. _____,	Barangay Treasurer
	Mr./Ms. _____,	Bookkeeper or C/M Rep
	Mr./Ms _____,	CSO Representative

SECTION II. ROLES AND RESPONSIBILITIES OF THE BIT:

The Team shall undertake the following:

1. Conduct an Inventory of Properties and Money Accountabilities:

- 1.1 Conduct an initial inventory of all Barangay Properties, Financial Records and Documents (BPFDRs);
- 1.2 Accomplish the prescribed Turnover Form No.1;
- 1.3 Furnish the City/Municipal Mayor, Local COA and the concerned DILG City Director/C/MLGOO copy of the initial inventory of BPFDRs
- 1.4 Conduct final inventory of BFRDPs, to include inventory of money, e.g. cash on hand and in bank, used and unused check and loans, if any, using Turnover Form No. 2.

2. Conduct of Turnover Ceremony and Submission of Report:

- 2.1 Organize and conduct a Turnover Ceremony, to include briefing on the State of Barangay Governance, Financial Performance Report and Key Challenges, among other information and accomplishments to the new set of barangay officials;
- 2.2 Notify/Inform the City/Municipal Officials, DILG CD/C/MLGOO, local COA and barangay residents for the conduct of the turnover ceremony;
- 2.3 Submit report and the accomplished Turnover Form No. 2 and other relevant documents on the conduct of turnover ceremony to the Local COA, and the DILG City Director/C/MLGOO;

3. Ensure completeness of the following:

- 3.1 All barangay financial, legislative and administrative records;
- 3.2 Transcript, minutes of meetings, list and status of complaints filed before the Lupong Tagapamayapa;
- 3.3 Updated Registry of Barangay Inhabitants (RBI) and Members of the Barangay Assembly;
- 3.4 All other documents involving barangay transactions;

4. See to it that all supplies and properties of the barangay, that are in actual possession or entrusted to the concerned barangay officials and employees, are properly accounted and listed in the prescribed Turnover Forms.

5. Submit reports on the given timelines indicated in DILG MC No. 2018-

_____.

SECTION III. EFFECTIVITY:

This Executive Order shall take effect immediately upon its approval.

SO ORDERED.

APPROVED, this ____ day of February 2018.

HON. _____
Punong Barangay

Copy furnished:

- C/Municipal Mayor
- CD/C/MLGOO

Initial Inventory
of Barangay Properties, Financial Records and Documents (BPFRDs)
 As of _____

Barangay: _____		City/Municipality: _____	
Telephone No. _____		Province: _____	
A. Financial Records/Documents			
Particular (if any)	Quantity	Remarks (may indicate Series Nos. and/or Year)	
1. Journal/Logbook of daily income/ expenses			
2. Journal/Logbook of Used Checks			
3. Bank Deposit Slips			
4. Bank Withdrawal Slips			
5. Purchase Slips			
6. Vouchers/Payments/Payroll			
7. Loan Documents			
8. Brgy. Official Receipts (used and unused)	(no. of booklets)		
9. Other Financial Documents (pls. specify)			
B. Legislative Documents			
Particular	Quantity	Remarks (may indicate Series No. and/or Year)	
1. Session Journal/Logbook (attendance and minutes)			
2. Ordinance/Resolution Logbook			
3. Others (pls. specify)			
C. Administrative and other Documents			
Particular (if any)	Quantity	Remarks (may indicate Series No. and/or Year)	
1. Brgy. Officials/employees Logbook			
2. Lupon Journal/ Logbook: a. attendance/minutes of meetings b. Mediation/Settlement c. Cases/Complaints d. Others (pls. specify)			
3. VAW Desk Logbook			
4. BCPC Logbook			
5. Tanod Logbook			
6. Others (Please specify)			
D. Properties			
Particular (if any)	Quantity	Remarks (please indicate condition [serviceable or not] and other details)	
1. Service Firearm			
2. Service Vehicle/s (attach Itemized List)			
3. DRR Equipment (attach Itemized List)			
4. Computer Set (desktop/cpu/keyboard/web cam)			
5. Printer			
6. Scanner			
7. Photocopier			
8. Office Furniture (attach itemized List)			
9. Appliances a. Refrigerator b. T.V. c. Water Dispenser d. Others (pls. specify)			
10. Others (Please Specify/ may attach itemized list)		(This shall include title of land, facilities and other infrastructures, if any)	
Prepared and submitted by BIT:			
_____		_____	
Chairperson/Punong Barangay		Vice Chairperson	
_____	_____	_____	_____
Member	Member	Member	Member
Checked and verified by C/MATT:			
_____		_____	
Chairperson		Vice Chairperson	
_____	_____	_____	_____
Member	Member	Member	Members

**Final Inventory and Turnover
of Barangay Properties, Financial Records, Documents (BFRDPs) and Money Accountabilities**

Date _____

Barangay: _____			City/Municipality: _____						
Telephone No. _____			Province: _____						
A. Financial Records/Documents									
Particular (if any)			Quantity			Remarks (may indicate Series Nos. and/or Year)			
1. Journal/Logbook of daily income/ expenses									
2. Journal/Logbook of Used Checks									
3. Bank Deposit Slips									
4. Bank Withdrawal Slips									
5. Purchase Slips									
6. Vouchers/Payments/Payroll									
7. Loan Documents									
8. Brgy. Official Receipts (used and unused)			(no. of booklets)						
9. Other Financial Documents (pls. specify)									
B. Legislative Documents									
Particular			Quantity			Remarks (may indicate Series No. and/or Year)			
1. Session Journal/Logbook (attendance and minutes)									
2. Ordinance/Resolution Logbook									
3. Others (pls. specify)									
C. Administrative and other Documents									
Particular (if any)			Quantity			Remarks (may indicate Series No. and/or Year)			
1. Brgy. Officials/employees Logbook									
2. Lupon Journal/ Logbook: a. attendance/minutes of meetings b. Mediation/Settlement c. Cases/Complaints d. Others (pls. specify)									
3. VAW Desk Logbook									
4. BCPC Logbook									
5. Tanod Logbook									
6. Others (please specify)									
D. Properties									
Particular (if any)			Quantity			Remarks (please indicate condition [serviceable or not] and other details)			
E. Service Firearm									
F. Service Vehicle/s (attach Itemized List)									
G. DRR Equipment (attach Itemized List)									
H. Computer Set (desktop/cpu/keyboard/web cam)									
I. Printer									
J. Scanner									
K. Photocopier									
L. Office Furniture (attach itemized List)									
M. Appliances (Please specify: i.e. Refrigerator, T.V. , Water Dispenser, etc.)									
E. MONEY ACCOUNTABILITIES									
1. Cash on Hand			2. Cash in Bank			3. Checks			
Denomination	Quantity	Amount	Bank/Address	Acct. No.	Amount	Date	Drawee Bank	Check No.	Amount
P1,000									
P500									
P200									
P100									
P50									
P20									
Coins									
Total			Total				Total		
4. LOAN/S (if any):									
Turned-over by: <i>Above listed items are hereby officially RETURNED and TURNED-OVER to the newly elected barangay officials, thru the [incoming/re-elected] Punong Barangay.</i> _____ (SIGNATURE ABOVE PRINTED NAME OF OUTGOING PUNONG BARANGAY AND TREASURER)					Received by: <i>This is to ACKNOWLEDGE receipt of the above-listed items from the [outgoing Punong Barangay/Treasurer] and I hereby CERTIFY as to the completeness and correctness of entries.</i> _____ (SIGNATURE ABOVE PRINTED NAME OF NEWLY ELECTED/RE-ELECTED PUNONG BARANGAY)				
Witnessed by: _____ Name of C/MATT					Validated by: _____ Name of C/MATT				

Regional Consolidated Report on the
Creation of City/Municipal Audit Team (C/MATT) and Barangay Inventory Team (BIT)
As of _____

Region : _____

PROVINCE/HUC/ICC (a)	TOTAL NO. OF CITIES AND MUNICIPALITIES (b)	TOTAL NUMBER OF BRGYS. (c)	TOTAL NO. OF C/M THAT CREATED C/MATT (d)	PERCENTAGE (e= d/b)	TOTAL NO. OF BRGYS THAT CREATED BIT (f)	PERCENTAGE (g = f/c)	REMARKS
TOTAL							

Note: For HUC and ICC, just write in column "d": "1" if created CATT and "0" if failed to create CATT.

Prepared by:

Approved by:

Signature Over Printed Name/Position

Regional Director

Regional Consolidated Report on the
 Conduct of Initial and Final Inventory of Barangay Properties, Financial Records, Documents (BPFDRs) and Money Accountabilities
 and the Conduct of Turnover Ceremony
 As of _____

Region : _____

PROVINCE/HUC/ICC (a)	TOTAL NO. OF BRGYS (b)	TOTAL NO. OF BRGYS. THAT CONDUCTED INITIAL INVENTORY OF BPFDRs (c)	% d= c/b	TOTAL NO. OF BRGYS THAT CONDUCTED FINAL INVENTORY OF BPFDRs and MONEY ACCOUNTABILITIES (e)	% f= e/b	TOTAL NO. OF BRGYS THAT CONDUCTED TURNOVER CEREMONY (g)	% h= g/b	NO. OF BARANGAYS THAT TURNED OVER BPFDRs (i)	% (j=i/b)	REMARKS
TOTAL										

Prepared by:

Approved by:

 Signature Over Printed Name/Position

 Regional Director

Provincial Consolidated Report on the
 Creation of City/Municipal Audit Team (C/MATT) and Barangay Inventory Team (BIT)
 Province of _____

As of _____

CITY/MUNICIPALITY (a)	CREATED C/MATT (put "1" if yes and "0" if no) (b)	TOTAL NUMBER OF BRGYS. (c)	TOTAL NO. OF BRGYS THAT CREATED BIT (d)	PERCENTAGE (e= d/c)	REMARKS <small>(may include percentage of submission, reason/s for failure to create C/MATT and BIT, other details)</small>
TOTAL					

Prepared by:

Approved by:

 Signature Over Printed Name/Position

 Provincial Director

Provincial Consolidated Report on the
 Conduct of Initial and Final Inventory of Barangay Properties, Financial Records, Documents (BPFDRs) and Money Accountabilities
 and the Conduct of Turnover Ceremony
 Province of _____
 As of _____

CITY/MUNICIPALITY	TOTAL NO. OF BRGYS (b)	TOTAL NO. OF BRGYS. THAT CONDUCTED INITIAL INVENTORY OF BPFDRs (c)	% d= c/b	TOTAL NO. OF BRGYS THAT CONDUCTED FINAL INVENTORY OF BPFDRs and MONEY ACCOUNTABILITIES (e)	% f= e/b	TOTAL NO. OF BRGYS THAT CONDUCTED TURNOVER CEREMONY (g)	% h= g/b	NO. OF BARANGAYS THAT TURNED OVER BPFDRs (i)	% (j=i/b)	REMARKS
TOTAL										

Prepared by:

Approved by:

 Signature Over Printed Name/Position

 Provincial Director

City/Municipal Report on the
 Creation of City/Municipal Audit Team (C/MATT) and Barangay Inventory Team (BIT)
 City/Municipality of _____
 As of _____

CREATED C/MATT [check appropriate box]: YES NO

BARANGAY	CREATED BIT <small>(put "1" if yes and "0" if no)</small> (b)	TOTAL NUMBER OF BRGYS. (c)	TOTAL NO. OF BRGYS THAT CREATED BIT (d)	PERCENTAGE (e= d/c)	REMARKS <small>(may include reason/s for failure to create BIT, other details)</small>
TOTAL					
Percentage					

Prepared by:

Approved by:

 Signature Over Printed Name/Position

 City Director/C/MLG00

City/Municipal Report on the
 Conduct of Initial and Final Inventory of Barangay Properties, Financial Records, Documents (BPFRDs) and Money Accountabilities
 and the Conduct of Turnover Ceremony
 City/Municipality of _____
 As of _____

<i>BARANGAY</i>	<i>CONDUCTED INITIAL INVENTORY OF BPFRDs (put "1" if yes and "0" if no)</i>	<i>CONDUCTED FINAL INVENTORY OF BPFRDs and MONEY ACCOUNTABILITIES (put "1" if yes and "0" if no)</i>	<i>CONDUCTED TURNOVER CEREMONY (put "1" if yes and "0" if no)</i>	<i>TURNED OVER BPFRDs to elected/re-elected barangay officials (put "1" if yes and "0" if no)</i>	<i>REMARKS</i>
TOTAL					
Percentage					

Prepared by:

Approved by:

Signature Over Printed Name/Position

City Director/C/MLGOO