



QUALITY MANUAL


Annex 4.2 Needs and Expectations of Relevant Interested Parties Asset Management

Document Code:	2017.QM.CDQ.001
Page No.:	1 of 8
Issue No.:	1
Revision No.:	0
Date Prepared:	01 August 2022
Date of Effectivity:	01 OCT 2022

Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
1.	Commission on Audit (COA)	<ul style="list-style-type: none">Signed Annual Physical Inventory Reports of Property Plant and Equipment (PPE), Semi-Expendable Property and InventoriesRenewed Annual of Industrial All-Risk Insurance coverage of all LRTA properties and other assets against any property losses and damages	<ul style="list-style-type: none">Timely submission of final and certified Annual Physical Inventory Reports of Property Plant and Equipment (PPE), Semi-Expendable Property and Inventories not later than January 31 for each year.Timely renewal of Industrial All-Risk Insurance (IAR) coverage from Government Service Insurance System (GSIS) on or before the expiration date	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none">COA Audit Observation Memorandum (AOM) due to non, late and incomplete conduct of annual physical count reports on PPE, Semi-Expendable and InventoriesCOA Audit Observation Memorandum (AOM) due to non-compliance to COA Circular No. 79-112 dated August 30, 1979 and RA No. 656 (Property Insurance Law)	

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		<ul style="list-style-type: none"> Latest Appraisal / Valuation Report of LRTA Properties/Assets and Facilities every after three (3) years Signed Delivery Inspection and Acceptance Report (DIAR) 	<ul style="list-style-type: none"> Timely procurement of the external services of a Licensed Real Estate Appraiser to determine the latest and current appraised values of LRTA Properties/Assets for Insurance Coverage Purposes On-time submission of signed Delivery Inspection and Acceptance Report (DIAR) per COA Rules after the conduct of inspection and acceptance 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> COA Audit Observation Memorandum (AOM) due to non-compliance to Commission on Audit (COA) Circular No. 2018-002 dated May 31, 2018 COA Audit Observation Memorandum (AOM) due to non-compliance to post audit requirement of the resident COA Auditor 	

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2.	Government Service Insurance System (GSIS)	<ul style="list-style-type: none"> Latest Appraisal / Valuation Report of LRTA Properties/Assets and Facilities Renewed Annual of Industrial All-Risk Insurance coverage of all LRTA properties and other assets against any property losses and damages 	<ul style="list-style-type: none"> Timely submission of appraisal / valuation report from a Licensed Real Estate Appraiser to determine the latest and current appraised values of LRTA Properties/Assets for insurance coverage purposes Timely renewal of Industrial All-Risk Insurance (IAR) coverage from Government Service Insurance System (GSIS) on or before the expiration date 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> Undervalue and/or deny property damage insurance claims Non-compliance to Republic Act (RA) No. 656 otherwise known as Property Insurance Law 	

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3.	Waste Disposal Committee (WDC) / Environmental Compliance Unit (ECU)	'Proposed Disposal Schedule Form' showing the complete description/s of disposable and unserviceable properties, equipment and materials recommended for disposal to determine and execute the proper mode of disposal to adopt in accordance with COA Rules as appropriate and deemed advantageous to the government	Timely submission of consolidated summary list of disposable and unserviceable LRTA Properties with signed IIRUP and WMR	Yes	<ul style="list-style-type: none"> Possible violation in pertinent provisions of RA 9003, RA 6969 and DENR Administrative Order (DAO) 2013-22 Delayed disposal in case of sale that would result deterioration of the unserviceable property and consequent depreciation in its market value 	Possible non-rail income from sale of unserviceable property
4.	Concerned Internal Offices	<ul style="list-style-type: none"> Signed Delivery Inspection and Acceptance Report (DIAR) as a requirement to initiate payment process 	<ul style="list-style-type: none"> Timely physical inspection and acceptance of newly delivered goods in accordance with the requirements of requisitioner/end-user units including the 	Yes	<ul style="list-style-type: none"> Delay in the processing of payment to the Contractors / Suppliers 	

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		<ul style="list-style-type: none"> Renewed licenses, permits, certificates, and registrations from other government agencies such as NTC, LTO, LLDA, LGU, etc.) Approved Gate Pass Entry/Exit Application Form 	<p>preparation and on-time submission of signed Delivery Inspection and Acceptance Report to concerned offices per COA Rules</p> <ul style="list-style-type: none"> Timely processing of annual renewal of existing LRTA licenses, permits, certificates, and registrations on or before the expiry date Timely release of approved Gate Pass Application Forms 	<p>Yes</p> <p>No</p>	<ul style="list-style-type: none"> Non-compliance/violation with other Government Agency requirements Delay in the release of items for exit / entry 	



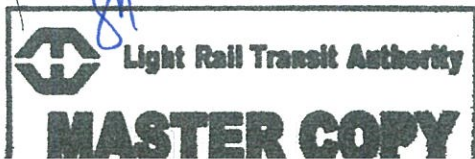
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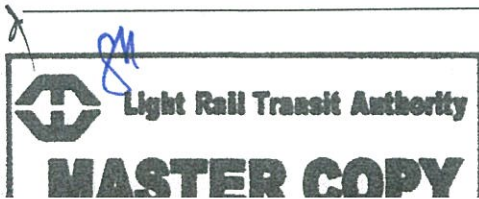
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		<ul style="list-style-type: none"> Annual renewal of Industrial All-Risk Insurance coverage of all LRTA properties and other assets against any property losses and damages 	<ul style="list-style-type: none"> Timely renewal of Industrial All-Risk Insurance (IAR) coverage from Government Service Insurance System (GSIS) on or before the expiration date 	Yes	<ul style="list-style-type: none"> Undervalue and/or deny property damage insurance claims 	
5.	Other Government Agencies / Private Contractors / Suppliers / External Service Providers	Approved Gate Pass Entry/Exit Application Form	Timely release of approved Gate Pass Application Forms	Yes	Delay in the release of items for exit / entry	
6.	Private Contractors / Suppliers	Signed Delivery Inspection and Acceptance Report (DIAR) as a requirement to initiate payment process	Timely physical inspection and acceptance of newly delivered goods in accordance with the requirements of requisitioner/end-	Yes	Delay in the processing of payment to the Contractors / Suppliers	

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			user units including the preparation and on-time submission of signed Delivery Inspection and Acceptance Report to concerned offices per COA Rules			

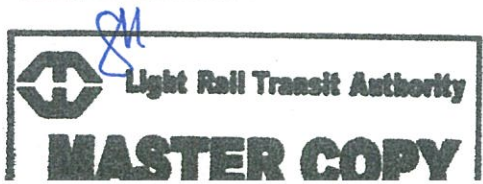


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