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Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
1.	Government Agencies					
	<ul style="list-style-type: none"> <li>Commission on Audit (COA)</li> </ul>	Financial Data; Reportorial Requirements  Lessees and Contractors Payment Record and Supporting Documents	Timely submission of Financial Accountability Reports (FARs) Financial Statements and other related financial reports	Yes	Inaccurate inputs; Erroneous formulas Delay in submission	Entitlement to Performance Bonuses; Higher Performance Rating (OPCR)  No COA AOM
		Management Comments on AOM, Notice of Suspensions and Notice of Disallowances	Timely submission of accurate reports, management comments and supporting documents	Yes	Inaccurate inputs; Erroneous formulas Late in submission	Establishment of better relationship Lifting of COA Suspensions and disallowances Clean opinion from COA

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		Complete and accurate Cash Position and account information of account balances maintained with depository banks	Timely submission of financial data / reports		Delay in the completion of data/ documents as supporting to the reports	Close coordination with depository banks for the timely receipt of snapshots, bank statements, validated LOI/ADA, debit/credit advices, updated passbooks, CTDs, Outstanding Balance of Investments (OBI) and other pertinent documents
	<ul style="list-style-type: none"> <li>Department of Finance (DOF)</li> </ul>	Financial Data; Budget Proposal; Budget Briefing Materials; NG Advances request; Request for Conversion of NG Advances into Subsidy; Report of Unutilized Subsidy	Timely submission of accurate reports/ requirements; Timely submission of Budget Proposal/Estimates and Briefing Materials	Yes	Inaccurate inputs; Erroneous formulas	Favorable endorsement of request for conversion of BTR Advances into subsidy; Establishment of better relationship; Higher Performance Rating (OPCR)



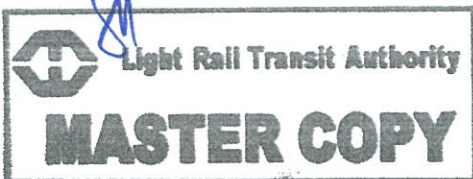
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		Debt Data (GDRAMS)  Complete and accurate Cash Position and account information of account balances maintained with depository banks	Timely submission of financial data / reports		Delay in the completion of data/ documents as supporting to the reports	Approval of request for NG advances  Close coordination with depository banks for the timely receipt of snapshots, bank statements, validated LOI/ADA, debit/credit advices, updated passbooks, CTDs, Outstanding Balance of Investments (OBI) and other pertinent documents
	<ul style="list-style-type: none"> <li>Department of Budget and Management (DBM)</li> </ul>	Financial Data; Budget Proposal; Briefing Materials; Request for Release of Special Allotment Release	Timely submission of accurate reports / Timely submission of Briefing / Presentation Materials	Yes	Inaccurate inputs; Erroneous formulas	Increase in subsidy; Establishment of better relationship; Higher Performance Rating

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		Order (SARO) / Notice of Cash Allocation (NCA)  Bank Accounts ?	Timely submission of Budget Proposal / Estimates & Briefing Materials  Timely submission of bank of accounts			(OPCR)
	<ul style="list-style-type: none"> <li>Department of Transportation (DOTr)</li> </ul>	Financial Data; Budget Proposal; Briefing Materials	Timely submission of accurate reports and bank accounts for Downloaded Funds; Timely liquidation of Downloaded Funds	Yes	Inaccurate inputs; Erroneous formulas	Well-coordinated input to Congress and Senate; Efficient utilization and liquidation of Downloaded Amount; Establishment of better relationship;
	<ul style="list-style-type: none"> <li>Bureau of the Treasury (BTr)</li> </ul>	Financial data; Bank Account; Reconciliation of Statement of Foreign Loans, Payment of Loans	Timely submission of accurate reports and bank accounts  Prompt payment of loan remittance	Yes	Inaccurate inputs	Establishment of better relationship

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	<ul style="list-style-type: none"> <li>Bureau of Internal Revenue (BIR)</li> </ul>	Tax Payments	tax payments remitted on time	Yes	Penalties and interests Tax litigation	Higher Performance Rating (OPCR) Entitled to PBB
	<ul style="list-style-type: none"> <li>GSIS / PHIC / HDMF</li> </ul>	Payment of Contributions and Loans  Over the counter and electronic remittances of contributions, loan payments	Prompt loan payments.  Government contributions remitted on time	Yes	Penalties and interests Weak Internet Connection	Higher Performance Rating (OPCR) / Entitlement to PBB  Provision of dedicated internet connection for electronic transactions
	<ul style="list-style-type: none"> <li>GCG</li> </ul>	Complete and updated financial data / information recorded in LRTA books  Integrated Corporate Reporting system	Timely submission of accurate reports	Yes	Inaccurate inputs  Delayed Reports	Establishment of better relationship  Entitlement to Performance Bonuses

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		Certificate of No Cash Advances  Updated Staffing Summary  Submission of Various PES  Forms for Collection Efficiency Report for Rental Fees Collected and its Supporting documents  Budget Utilization Report  Request for favorable Endorsement of Proposed Subsidy to DBM			Unfavorable / Non-endorsement to DBM of Proposed Subsidy from NG	Favorable endorsement to DBM



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		Board approved Budget Proposal / Estimates				
	<ul style="list-style-type: none"> <li>• House of Representative</li> <li>• Senate</li> <li>• Regional Development Council (RDC)</li> </ul>	Financial Data; Budget Proposal; Briefing Materials	Timely submission of accurate reports; Timely submission of Briefing / Presentation Materials and Budget Proposal/ Estimates	Yes	Inaccurate inputs; Erroneous formulas	Establishment of better relationship  Favorable endorsement of proposed subsidy
2.	LRTA Board/Top Management	Financial Feedback; Various Financial Performance Reports and Statues	Accurate and Reliable reports; timely submission of reports; Favorable endorsement of COB	Yes	Inaccurate inputs; Erroneous formulas	Top Management policy guidance; Securing approval of proposals  Sound decision making in coming-up with other non-

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Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
						rail revenue ventures and areas for future income generating possibilities and other matters requiring Board approval.
		Various Non-Rail Revenue Reports / Reportorial Presentations	Accurate and reliable reports Timely submission of reports	Yes	Inaccurate and delayed reports	
3.	Employees, Contracted personnel and Consultants	Budget allocation on payment of salaries, allowances and other benefits / incentives	Issuance of funds availability; On-time payment	Yes	Overpayment may result to Budget Deficit at year-end and COA disallowance	Monetary stability of employees  Increase productivity
		Employee's Clearances; Certificates of Remittance to GSIS, PHIC, HDMF and BIR Form 2316	Efficient cash Management, Timely issuance of certificates of clearances and remittances	Yes	Non-availment of benefits/loans	Establishment of better relationship  Higher Performance Rating (OPCR)



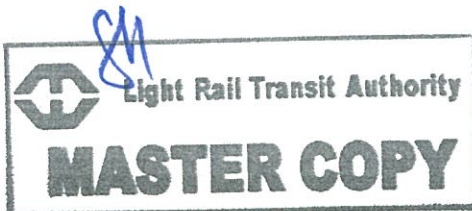
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		Payroll Register  Preparation of Letter of instructions/ Authority to Debit Account for fund transfer to payroll account	Release of salaries and benefits on time	Yes	Lack of funds Delay in payroll register preparation Error in the processing	Provide anticipated funds for payroll Strict monitoring / coordination with concerned offices Advance preparation of payroll documents
			Signed clearance	Yes	Delay in processing of documents	Immediate preparation of documents after resignation of employee. Updated 201 file
4.	Contractors / Suppliers	Budget allocation on Claims and/or billings  BIR Form 2306 and 2307	Issuance of funds availability; On-time payment of Contractors / Supplier Claims	Yes	Overpayment may result to Budget Deficit at year-end	Monetary stability of their company; Good credit standing of LRTA, and Establishment of better relationship
		Preparation, approval and issuance of check for	Prompt and accurate payment	Yes	Lack of funds	Implementation of e-payment



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Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
		payment of goods and services				
5.	Project Management Offices (PMO's)	Budgetary Requirements; Budget Allocation on various PMO Claims	Issuance of funds availability; On-time payment of Personal Services and Contractors' / Suppliers' Claims on MOOE and Capital Expenditures	Yes	Overpayment may result to Budget Deficit at year-end	Efficiency of Project Management implementation; Monetary stability of personnel
		Processing of Disbursement Voucher / Claims	Timely processing and approval of Disbursement Vouchers	Yes		Establishment of better relationship
		Request for processing of Manager's Checks; Release of financial instruments; Provision of cash requirements	Release of check payments; LOI; financial documents; Submission of anticipated expenses prior to maturity dates of investment	Yes	Delay in the submission of cash requirements	Close coordination with the PMOs prior to maturity dates of investments
6.	Departments / Divisions / Units	Budget allocation on procurement of goods and services	Issuance of funds availability; On-time payment of various expenses	Yes	Overpayment may result to Budget Deficit at year-end and COA disallowances	Implementation efficiency of various Programs, Activities and Plans (PAPs)

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		Processing of Disbursement Voucher / Claims  Signed Delivery Inspection and Acceptance Report as witness  Verified and signed Inventory and Inspection Report of Unserviceable Property (IIRUP) as to costing  Financial Data/ Bank Statement	Timely processing and approval of Disbursement Vouchers  Timely submission of Report on the Physical Count of Property, Plant and Equipment and Inventories  Witnessed the inspection and acceptance of LRTA projects  Served as witness in determination for items for disposal/unserviceable properties  Timely/accurate and reliable financial data.		Delay in the releasing of documents.	Establishment of better relationship  Higher Performance Rating (OPCR)  Constant follow-up and coordination with the bank.

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Item No.	Interested Party	Needs (N)	Expectations (E)	Is there a legal basis for N/E? [Yes/No]	Risks (R)	Opportunities (O)
		Safekeeping of cash and financial instruments  Complete and accurate Cash Position and account information of account balances maintained with depository banks	Safe and secured cash and financial instruments  Timely submission of financial data / reports	Yes	Theft and/or Fire  Delay in the completion of data/ document as supporting the reports	Provision of fire-proof and secured vault room for safekeeping  Close coordination with depository banks for the timely receipt of snapshots, bank statements, validated LOI/ADA, debit/credit advices, updated passbooks, CTDs, Outstanding Balance of Investments (OBI) and other pertinent documents



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		Memorandum / Transmittal Letter/ Original Transfer Certificate of Title (TCT) / Performance Bond, Bank Guarantee, Policy and other Financial Instruments	Recorded and Safekeeping of Security Receipt In (SRI) and Security Receipt Out (SRO), Physical Inventory, Rental of Safe Deposit Boxes Preparation of Updated Reports, Secure Safety Vaults	Yes	Bank Pilferage/ Fire	Maintain updated inventory. Retain hard copies of documents kept inside safe deposit boxes.
		Memorandum / Quarterly Report of Unclaimed Lost & Found Cash and Non-cash items classified	Physical inventory Report Safekeeping inside vault Secure Safety vaults	?	Theft/Fire	Revision of Work Instruction to include proper disposal of unclaimed Lost & Found items and retention period
7.	Students	On the job trainings (OJT)	Certification as to completion of required hours for OJT	No	Leak of confidential information	Future employment with LRTA

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8.	Concessionaire – AFPI	Daily settlement  Payment of Annual Program Fee	Prompt daily settlement (T+1)	Yes	Late processing	Establishment of better relationship
		Preparation and approval of LOI for RTGS, LOI Fund Transfer and LBP Application Form for MC and RTGS	Compliance to Concession Agreement T+1 settlement amount due to/from AFPI  Timely payment of annual program fee	Yes	Weak internet connection. Delay of receipt of reports from the FROg office. Pandemic lockdown	Use of dedicated internet connection for clear communication with concessionaire and depository banks
9.	Fare Revenue Operation Group	Validated Deposit Slips for Rail Revenue collected.  Reconciliation and preparation of various	Reconciled amount of deposits and updated passbook. Timely and accurate reliable reports.	Yes	Theft Pandemic Lockdown Unavailability of Bank personnel to collect revenue	Alternative modes of collection



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		reports on a daily and monthly basis				
10.	Bank / Creditors	Billing Statement/ Bank Statement  Preparation of DV/BUS/LOI Accomplishment of bank forms	Efficient Cash/Fund Management	Yes	Lack of funds Weak internet connection	Utilization of WeAccess Facility provided by the depository bank
		Letter of Proposal/Offer Preparation of LOI for new and renewal of investment/HYSA	Prompt rollover/ release of funds/ additional funds for investment	Yes	Lapses in the Cash Programming of Disbursement priorities	Strict monitoring of fund/ cash requirements
11.	Lessees / Concessionaire / Contractors / Payees	Billing Notices and Statement of Account (SOA)	Timely issuance of accurate statement of accounts and billing notices	Yes	No internet connection  Delay in the receipt of	Increase in non-rail revenue collection

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		Order of Payment	Prompt issuance of Order of Payment		billing notices / SOAs resulted to delayed or non-payment of lease rental	Establish good business relationship with Lessees / clients
		Certificate of No Unpaid Financial Obligations	Signed Certificate of No Outstanding Financial Obligations		Low rental collection due to bad effects of covid19 to business sector	Increase in future business endeavor or partnership
		Prompt reply for other issues and concern related to lease agreement and contract implementation	Reliable information and data			Increase in possible commercial lease contract

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		Issuance of Official Receipt/ Acknowledge Receipt.  Reconciliation and preparation of various reports on a daily and monthly basis	Accurate monthly reports.  Reconciled amount of deposits and updated passbook  Validated Deposit Slips for Non-Rail Revenue (payment of rental fees and utilities)	Yes	Theft	Close coordination /monitoring of Orders of Payment prepared by the Billing & Collection Unit, Monitoring of the Daily Report of Collection and Deposit

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Prepared by:

*[Signature]*  
MA. CORAZON S. PASCUAL

Manager, Budgeting and Financial Planning Division

*[Signature]*  
EVELYN L. MACALINO

Manager, Accounting Division

*[Signature]*  
JENILYN P. MALAPO

Manager, Treasury Division

Reviewed by:

*[Signature]*  
MARILOU B. LISCANO

Manager, Finance Department

*[Signature]*  
DOMINIC F. KABIGTING

Management Representative, LRTA QMS  
Core Team

Approved by:

*[Signature]* (11-15-2022)  
for: ATTY. JOSE JOBEL V. BELARMINO

OIC, Deputy Administrator for Administrative,  
Finance and AFCSS

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