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|---|---|--|--|---|
| AFC System Administration Division (ASAD) | | | | |
| Passenger | 1. Usage and Load Transaction using POS or TVM 2. Transaction in Automatic Gate Entry and Exit | Generation and printing of AFCS reports at CCS-RO | Settlement and Reconciliation Reports | FRCD |
| | | Generation of Ridership reports from generated data from CCS-RO | Daily Ridership Report (per Station, Ticket type etc.) | TCD, Planning, KMITD, Finance Dept, Treasury, PRD,BDPRD, BDD, DA for Ops & Eng'g, Legal Dept., DOTr , Students and Researchers (thru PR, Records) |
| AFPI | Global parameter from Level 4 | Regression test for new update parameter | Updated parameter for the AFCS Equipment (POS, TVM SC or Gates) | TMSCD, SOD and Passenger |
| | AFCS equipment (POS, TVM, SC and Automatic Gates) | Physical Inspection of AFCS equipment and Changing of Station Computer (SC) Account password | Reports on AFCS equipment physical inspections and updated password in every SC accounts | TMSCD, SOD, Passenger, AFPI |

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|---|--|--|---|---|
| | Quarterly Billing for reimbursement payment of co-location charges (PLDT) | Checking of applicable document for attachment to BUS and DV | Signed DV and BUS with complete attachment | Finance- Budget |
| SOD, TMSCD-ASCU | Filled Staff Card Application Form (SCAF) | Verification of request and encryption of files to be sent | Encrypted Staff Card Request Form | AFPI |
| TMSCD-TIMU | Delivery of new/replacement Staff Card | Issue new/replacement staff card to POS for activation | Signed Staff Card Issuance Form with physical card | SOD or TMSCD-ASCU |
| | | Update User Access table CCS-RO for authorization | | |
| | | Preparation of Staff card issuance form as receiving form for requesting personnel | | |
| PSA | Updated Consumer Price Index (CPI) | Calculation of AFCS Gross Availability Payment for LRTA Line 1 and Line 2 to be paid by AFPi | Endorsement letter with calculation and complete attachment | Finance Dept. |

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|---|--|---|--|--|
| DOTr, PSA | Billing of Annual Program Fee (APF) Updated Consumer Price Index (CPI) | Verification of the calculation of APF and preparation of BUS and DV with detailed computation and attachment | Signed DV and BUS with complete attachment | Finance Dept. |
| PRD, Students thru Records, SOD, RSISD, Finance, Planning, Operations Dept. Deputy Administration office | Request for data of Line 2 Ridership | Verification of request and preparation of ridership report with accordance to the requested format | Signed requested ridership | PRD, Students thru Records, SOD, RSISD, Finance, Planning, Operations Dept. Deputy Administration office, Commercial agencies (Thru BDD, PR) |
| CAMT | Monthly and quarterly of Line 1 Concessionaire Fare Deficit Claim with Line 1 Ridership and Revenue report | Preparation of comparative calculation of Fare Deficit Claim between Line 1 Concessionaire and LRTA (ASAD) | Signed LRTA Fare Deficit Claim, Comparative Summary of LRTA and LRMC Calculation of Fare Deficit Claim | CAMT, Finance-Accounting |
| | | | | |

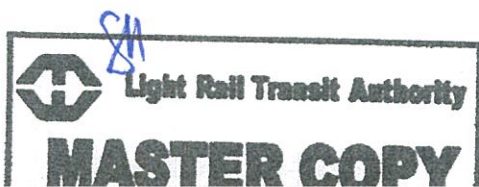
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|---|--|---|--|---|
| TMSCD | Contactless Cards Reports (Deliveries, Receiving, Forecasting etc.) | Calculation of percentage compliance of AFCS Concessionaire to Service Level Agreement based on the submitted reports | Monitoring reports of Performance target to LRTA Scorecard with following documents: 1. Signed AFCS Concessionaire' Compliance to Service Level Agreement (SLA) Ridership with Baseline (previous year), Target and Current year | Planning , GCG |
| FRCD | Monitoring of Settlement process | | | |
| Treasury | Settlement payment with AFPI | | | |
| OCC | AFCS Incident Report | | | |
| AFPI | Coordination meeting schedule and minutes of meeting | Projection of ridership for the next year as performance target commitment | Signed letter with attachment | Finance Dept. |
| Back up Ridership | Current and previous year Ridership | | | |
| FRCD | Settlement and Reconciliation report for purse at RO (Report ID 0374LU) | Advice letter for adjustment of the settlement amount in the settlement account based on the actual reports | | |

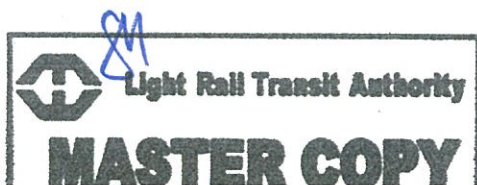
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|---|--|---|---|---|
| Finance Dept. | Adjusted copy of LRTA Landbank passbook | Letter to DOTr the quarterly adjustment of Settlement account | Signed letter with complete attachment | DOTr |
| | Memorandum with attached Letter from DBP | Maintenance of Irrevocable standby letter of credit (SBLC) account based on computation of 4 th quarter settlement amount. | | Finance Dept., AFPI |
| Fare Revenue Clearing Division (FRCD) | | | | |
| ASAD | Level 3-System Generated reports (CCS-RO) | Preparation of Settlement File Form and LRTA / AFPI Settlement Report - Line2 Preparation of BUS and DV, if settlement amount is positive Preparation of MEMO, if settlement amount is negative | Daily Settlement Report | Finance- Accounting, Budget, Treasury |
| AFPI | Level 4 System-Transit Acquirer (TA) generated report | Validation of RO reports vs TA reports | Signed Settlement File Form Signed Cumulative Settlement Report | AFPI |

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| ASAD | Level 3-System Generated reports (CCS-RO) | Validation of RO reports vs TMSCD and SOD reports | Daily Sales Reconciliation Report - POS Sales | Finance-Treasury |
| TMSCD | Shift Collection Report Cash Collection Form TVM Thermal Print Out Incident Report Teller Sales Report SC Logs | Validation of RO reports vs TMSCD reports | Daily Sales Reconciliation Report – TVM Sales | Finance-Treasury |
| Ticket Management and Sales Collection Division (TMSCD) | | | | |
| Station Operations Division | Station Teller's Manpower Schedule | Allocation of Cards and Cash to Tellers | Cash Remittance | FRCD |
| | Teller's Sales Report (Cash and unsold cards) | Remittance of sales and excess cards | Daily Shift Collection Report | COA |
| | Concessionary Card Applications | Preparation/Consolidation of Concessionary Card applications for transmittal | Summary of Concessionary Card Application Report | AFPI |

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|---|--|--|---|---|
| Passenger | TVM related complaints | Receiving and handling of TVM related passenger complaint | TVM-IR | Passenger |
| AFPI | Contactless Cards-SJT,SVC, Concessionary Cards, and Staff Cards | Forecasting and Procurement of tickets | Purchase Request | AFPI |
| | Delivery Receipt | Receiving of delivered cards | Receiving Report | Finance-Budget |
| | Quarterly Contactless Card Billing | Checking of applicable document for attachment to BUS and DV | Signed DV and BUS with complete attachment | |


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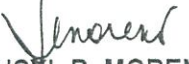




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| Controls and Check Points: (Possible controls and check points to monitor and measure performance) | | | |
|---|---|--|--|
| <ul style="list-style-type: none"> • AFCS Concession Agreement • Service Level Agreement • OPCR • IPCR • Official Ridership Receiving logbook • Summary of Reimbursement of Colocation and Annual Program Fee payment | <ul style="list-style-type: none"> • Staff Card Inventory • Parameter monthly monitoring • User Access Table monthly summary • CCS-RO Back-up Monitoring • Balancing Payment Total Summary • Monitoring of Performance of LRTA Scorecards for GCG | <ul style="list-style-type: none"> • Monitoring of Settlement Transmittal • Summary of Monitoring of Daily Sales Reconciliation Report • TVM Status Report-Daily • Validated Cash Deposit Slip Report-Daily • RA 10754 • RA 7432 | <ul style="list-style-type: none"> • Monitoring of Delivery of Concessionary Card and Duplication Application-Daily • Daily Monitoring of TVM and POS Variances –Daily • Cashroom Inventory Report-Daily • Cash Sales Collection Report-Daily • Daily Cash Collection Report -Daily |

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