

Recent COA Issuances Pertaining to LGUs

PhaLGA Annual National Convention

Dakak Park and Beach Resort
Dapitan City, Zamboanga del Norte
1:00 PM to 2:30 PM
May 20, 2026



OVERVIEW

- **COA Circular No. 2025-003 dated January 28, 2025**

(Guidelines on the Conduct of Trainings, Briefings, Seminars, or Workshops on Policy Issuances, Accounting and Auditing Rules and Regulations, and Related Services for All Government Personnel)

- **COA Circular No. 2025-005 dated December 18, 2025**

(Continuing Authority of the Concerned Commission on Audit (COA) Officials to act on Request for Write-Off/Derecognition of Dormant Accounts Pursuant to the Provisions of COA Circular No. 2023-008 dated August 17, 2023, on the Guidelines for the Proper Disposition of Dormant Accounts of the National Government Agencies and Instrumentalities, Local Government Units and Government Corporations)

- **COA Circular No. 2026-001 dated January 8, 2026**

(Updates on the Handbook on the Financial Transactions of the Sangguniang Kabataan to Provide Accounting Guidelines on the Proper Recording and Reporting of the Honoraria and Other Personnel Services Granted to SK Official pursuant to Section 4 of Republic Act (RA) No. 11768, Amending for the Purpose Certain Sections of RA No. 10742, and Other Relevant Accounting Policies and Guidelines in the Implementation Thereof)





REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City



CIRCULAR

No. : 2025-003
Date : JAN 28 2025

TO : All Heads of National Government Agencies; Government Corporations; Local Government Units; Chiefs of Financial Management and Service; Chief Accountants/Heads of Accounting Units; Commission on Audit Assistant Commissioners, Directors, Officers-in-Charge, Auditors; and All Others Concerned

SUBJECT : Guidelines on the Conduct of Trainings, Briefings, Seminars, or Workshops on Policy Issuances, Accounting and Auditing Rules and Regulations, and Related Services for All Government Personnel



I. RATIONALE

Xxx Recently, it has come to the attention of the Commission that private entities, non-government organizations (NGOs), and foundations, without prior authority, offer trainings, briefings, seminars, or workshops for a fee on topics or subject matters pertaining to policy issuances, accounting and auditing rules and regulations it exclusively promulgated, and related services. xxx



II. COVERAGE

These guidelines shall cover trainings, briefings, seminars, or workshops on policy issuances, accounting and auditing rules and regulations exclusively promulgated by the Commission, and related services for the implementation and guidance of all government personnel, including those of COA.



III. GUIDELINES

1. All trainings, briefings, seminars, or workshops covering COA policy issuances, accounting and auditing rules and regulations, and related services shall be conducted solely by COA though the PDO-PIDS, or the COA Regional Office (RO), though the Regional Training Units (RTUs).

2. The PDO and RTUs shall post in the COA website the course offerings for the year for agency and COA personnel. If the needed trainings, briefings, seminars, or workshops are not included in the course offerings of the PDO/RTUs for the year, the concerned government agency or COA official or any focal person may request the PDO/RTUs for the conduct of the desired trainings, briefings, seminars, or workshops for their personnel.



III. GUIDELINES

3. The PDO shall evaluate the requests of the government agencies in the National Capital Region (NCR) and determine if it has the resources and capability to conduct the trainings, briefings, seminars, or workshops. After favorable evaluation, it shall prepare a contract with the requesting agency outlining the terms of reference of the agreement. Otherwise, the government agencies concerned may be allowed to enter into contract with the private entities, NGOs, or foundations, subject to the prior approval of COA, through the Assistant Commissioner of PIDS, for the conduct of such trainings, briefings, seminars, or workshops.



III. GUIDELINES

4. Where the requesting government agency is located outside NCR or within a COA RO, the request should be addressed to the Regional Director concerned. The COA RO, through its RTU, shall evaluate the request of the government agencies and determine if it has the resources and capability to conduct the trainings, briefings, seminars, or workshops. After favorable evaluation, the COA RO concerned shall prepare a contract with the requesting government agency outlining the terms of reference of the agreement. Otherwise, it shall refer the request to the PDO-PIDS. Item III.3 above shall apply.



III. GUIDELINES

5. Private entities intending to conduct trainings, briefings, seminars, or workshops that involve COA policies/issuances shall obtain prior consent from COA, through PDO-PIDS; and the resource person (RP) or subject matter experts (SMEs) must be COA officials/personnel active in service. The PDO/RTUs shall establish a pool of RPs who are subject matter experts and who are abreast on the updates of relevant topics. Retired COA officials may be allowed to act as RPs provided, they undergo accreditation from the Commission or undertake relevant training/s to ensure they are updated on the subject matter.



III. GUIDELINES

6. Any contract on the conduct of trainings, briefings, seminars, or workshops on policy issuances, accounting and auditing rules and regulations exclusively promulgated by the Commission, and related services, which is either: (i) entered into by the agency with a private entity, NGO, or foundation; (ii) attended by any government personnel; (iii) conducted solely by the private entity itself, without the prior approval of COA shall be disallowed in audit. Likewise, all expenditures incurred thereon, including training expenses and other related costs, shall be disallowed in audit and the approving/certifying agency officials and event organizer/s shall be held solidarily liable therefor. The agency personnel who participated in the trainings, briefings, seminars, or workshops shall only be individually liable for the amount expended or disbursed for the training/registration fees, travelling expenses, and other related expenses.



III. GUIDELINES

7. The prescribed courseware materials developed by the Commission for the conduct of trainings, briefings, seminars, or workshops on policy issuances, accounting and auditing rules and regulations promulgated by the Commission, related services are exclusively owned by it. Any person who shall use or reproduce such materials for any purpose without COA's consent shall be dealt with in accordance with existing laws, rules and regulations.



IV. SAVING CLAUSE

Any clarification, issue or concern not covered herein shall be referred to this Commission through the PDO-PIDS.



V. REPEALING CLAUSE

All circulars, memoranda, or any parts thereof inconsistent with any provision of the Circular are hereby amended, modified, or revoked accordingly.





REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City



CIRCULAR

No. : 2025-005
Date : DEC 18 2025

TO: All Heads of Departments, Bureaus, Offices, Agencies, and Instrumentalities of the National Government; Heads of Local Government Units; Managing Heads of Government Corporations; Commission on Audit (COA) Assistant Commissioners, Directors and Auditors; and All Others Concerned

SUBJECT: Continuing Authority of the Concerned Commission on Audit (COA) Officials to act on Requests for Write-Off/Derecognition of Dormant Accounts Pursuant to the Provisions of COA Circular No. 2023-008 dated August 17, 2023, on the Guidelines for the Proper Disposition of Dormant Accounts of National Government Agencies and Instrumentalities, Local Government Units and Government Corporations



- Pursuant to the rule-making function of COA, as provided under Section 2(2), Article IX-D of the 1987 Philippine Constitution; and Section 25 of PD No. 1445, COA Circular No. 2023-008 dated August 17, 2023 was issued to prescribe the “Guidelines on the Proper Disposition of Dormant Accounts of NGAs and Instrumentalities, LGUs and GCs, Amending COA Circular No. 2016-005 dated December 19, 2016 re: Guidelines and Procedures on the Write-off of Dormant Receivable Accounts, Unliquidated Cash Advances, and Fund Transfers of NGAs, LGUs and GCs.”



- Under COA Circular No. 2023-008, government entities were required to file their request for COA's approval to write-off/derecognize dormant accounts from their books of accounts until September 16,2024 or within one year from its effectivity.
- The existence of dormant accounts in the books affects fair presentation of financial statements required by IPSAS and PFRS.



- In view of the foregoing, the Commission Proper hereby allows NGAs and Instrumentalities, LGUs and GCs to **continue filing requests** for the derecognition of dormant accounts beyond the original reglementary period **until a new circular is issued.**



Salient Provisions of COA Circular No. 2023-008

Coverage

- a. Accounts Receivable
- b. Due from Officers and Employees
- c. Other Receivables
- d. Advances for Operating Expenses
- e. Advances for Payroll
- f. Advances to Special Disbursing Office
- g. Advances to Officers and Employees
- h. Due from National Government National Government Agencies
- i. Due from Government-Owned and Controlled Corporations/Other Government Corporations



Salient Provisions of COA Circular No. 2023-008

Coverage

- j. Due from Local Government Units
- k. Due from Government Owned and Controlled Corporations/Other Government Corporations
- l. Due from Central Office/Home/Head Office
- m. Due from Bureaus
- n. Due from Regional Offices/Branch Offices
- o. Due from Operating/Field Units
- p. Due from Other Funds
- q. Due from Special Accounts
- r. Due from Local Economic Enterprises



Salient Provisions of COA Circular No. 2023-008

Coverage

- s. Due to NGAs
- t. Due to GOCCs/Other Government Corporations
- u. Due to LGUs
- v. Due to Central Office/Home/Head Office
- w. Due to Bureaus
- x. Due to Regional Offices/Branch Offices
- y. Due to Operating Units/Field Units
- z. Due to Other Funds
- aa. Due to Special Accounts**
- bb. Due to Local Economic Enterprise**



Salient Provisions of COA Circular No. 2023-008

The following dormant accounts of NGAs, LGUs and GCs are also included:

- a. Investments
- b. Inventories
- c. Investment Property
- d. Intangible Assets
- e. Deferred Credits and
- f. Other accounts which are not covered by specific laws, rules and regulations for their proper disposition.



Salient Provisions of COA Circular No. 2023-008

The Circular shall **not** cover the following

- Write-Off of loans and Advances of Government Financial Institutions which are governed by the pertinent provisions of the General Banking Act
- Receivables arising from disallowances and charges
- Receivables arising from cash shortage
- Claims from entities' officers and employees and other parties for transactions which are the subject of a pending case in court or before investigative authorities; and



Salient Provisions of COA Circular No. 2023-008

- All dormant accounts covered by specific laws, rules and regulations for their proper disposition, such as but not limited to, the following:
 - i. Cash, unauthorized accounts, unnecessary special and trust funds and related accounts
 - ii. Accounts Payable, Unliquidated Obligations
 - iii. Property, Plant and Equipment
 - iv. Deferred Tax Asset/Liabilities



Salient Provisions of COA Circular No. 2023-008

6.1 This Circular is issued for **one-time cleansing** of all dormant accounts covered herein, thus, in no case shall the procedures in this Circular be used to further derecognized subsequent dormant accounts.

6.2 All government entities shall determine the existence of dormant accounts in their books.



Salient Provisions of COA Circular No. 2023-008

6.3 When accounts are **non-moving for ten (10) years or more**, the Head of Accounting Unit shall prepare the following schedules, for monitoring purposes, to be submitted to their respective Audit Team Leader (ATL)/Regional Supervising Auditor(RSA)/Supervising Auditor(SA):

- a. Schedule of Dormant Receivables, Unliquidated Cash Advances, and Intra/Inter-Agency Fund Transfers (Annexes 1-3 of the Circular); and
- b. Schedule of Other Dormant Accounts (Annex 4 of the Circular)



Salient Provisions of COA Circular No. 2023-008

6.4 The entity shall determine whether the dormant accounts identified are covered by specific laws, rules and regulations prescribing the guidelines for the proper disposition and/or procedures to address the issue on dormancy.

6.5 If the dormancy of the account cannot be addressed through item 6.4 above, then the entity shall apply the procedures prescribed by this Circular.





REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City



CIRCULAR

No. : 2026-001
Date : JAN 08 2026

TO : All Provincial Governors, City/Municipal Mayors, Punong Barangays, Sangguniang Panlalawigan/Panlungsod/Bayan/Barangay; Sangguniang Kabataan (SK) Chairpersons, SK Members, SK Treasurers, SK Secretaries; Heads of Department of Budget and Management, Department of the Interior and Local Government, National Youth Commission; Commission on Audit Assistant Commissioners, Directors, and Auditors; and All Others Concerned

SUBJECT : Updates on the Handbook on the Financial Transactions of the Sangguniang Kabataan to Provide Accounting Guidelines on the Proper Recording and Reporting of the Honoraria and Other Personnel Services Granted to SK Officials pursuant to Section 4 of Republic Act (RA) No. 11768,¹ Amending for the Purpose Certain Sections of RA No. 10742,² and Other Relevant Accounting Policies and Guidelines in the Implementation Thereof



1.0 RATIONALE

Section 4 of RA No. 11768, amending Section 16(6) of RA 10742, provides the following:

The Sangguniang Kabataan members, including the Sangguniang Kabataan treasurer and secretary, shall receive a monthly honorarium, chargeable against the Sangguniang Kabataan funds, in addition to any other compensation provided by this Act and shall be granted at the end of every regular monthly Sangguniang Kabataan meeting: Provided, that the monthly honorarium shall not exceed the monthly compensation received by their Sangguniang Kabataan chairperson: Provided, further, That not more than twenty-five percent (25%) of the Sangguniang Kabataan funds shall be allocated for personnel services. Xxx



1.0 RATIONALE

*The local government units **may provide** additional honorarium as well as social welfare contributions and hazard pay to the Sangguniang Kabataan chairperson and elected and appointed members through their own local ordinances: Provided, That the honorarium as stated in this section shall be subject to the post-jurisdiction of the COA.*



4.0 GENERAL GUIDELINES

4.4 Additional Honoraria from LGU/s

4.4.1 The LGUs, i.e., provinces, cities, municipalities, and barangays, may provide additional honoraria, as well as social welfare contributions and hazard pay, to the SK Officials through their own local ordinances; Provided, that the grant of additional honoraria shall be subject to the request of SK Officials, through a letter by the SK Chairperson, in accordance with Item 3.2.6 of DBM LBC No. 148, submitted to the LGUs concerned prior to the budget year.



4.0 GENERAL GUIDELINES

4.4.2 The grant of additional honoraria, as well as social welfare contributions and hazard pay, to the SK Officials shall be taken up as assistance to SK in the books of accounts of the LGU concerned. The release of which is contingent on the fulfillment of the requirements set forth and agreed upon by both parties in a Memorandum of Agreement (MOA) or contract.

The entitlement of SK Officials to hazard pay on account of state of calamity or emergency may be allowed only from the time the LGU is placed under a state of calamity or emergency until such declaration is lifted. This limitation shall be clearly stated in the MOA or contract between the contracting parties.



4.0 GENERAL GUIDELINES

4.4.5 In no case shall the grant of additional honoraria to SK Officials result in situation where the total honoraria to be received shall be more than the amount of honorarium being received by the members of the SK. The LGU officials concerned shall establish a mechanism a mechanism or system to ensure that this policy is strictly observed and enforced.

4.5 The total monthly and additional honoraria that the SK Officials will receive per month shall not exceed the rate equivalent to SG 9, Step 1 in the schedule implemented by the city or municipality where the barangay belongs. Xxx



4.0 GENERAL GUIDELINES

4.8 Financial assistance from the LGU/s for the additional honoraria, as well as social welfare contributions and hazard pay, shall be utilized solely for its intended purpose and specific period. Within ten (10) days after the end of each year, **the SK shall submit** a Report on Fund Utilization of Additional Honoraria (Annex 11 of the Circular) to concerned LGU. Any excess/unutilized balance at the end of the year shall be returned to the concerned LGU if stipulated under the MOA/Contract. Otherwise, it shall be utilized for the same purpose in the subsequent year.



11.0 EFFECTIVITY DATE

This Circular shall take effect after fifteen (15) days from publication in a newspaper of general circulation.



Thank you!

COMMISSION ON AUDIT

2021 Exit Conference

