

CORE VALUES

INTEGRITY

We demonstrate honesty and reliability in the constant execution of our duties.

JUSTICE

We promote balanced solutions, methods and processes and respect for rights. We observe equality and obey the law.

TRANSPARENCY

We express ourselves clearly and act with certitude and legality.

EXCELLENCE

We are relentless in our efforts to perform to the best of our capabilities.

RESPECT

We are pleasant and considerate. We accept diversity and each individual's qualities.

RESPONSIBILITY

We carry out our duties fully and consistently, and accept the consequences of our actions and decisions.

COMMITMENT

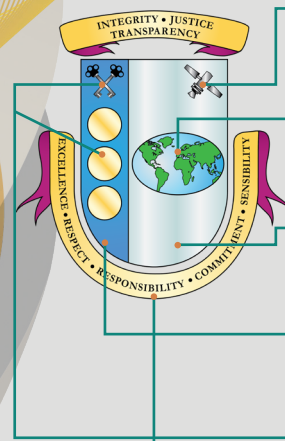
We offer the best of our capabilities, talent, energy and effort to promote the success of our Office.

SENSIBILITY

We are empathic and treat others without prejudgments.

OFFICIAL SHIELD

SYMBOLISM



Bordering the shield, we have the eight values that are part of our public service philosophy.

The **satellite** orbiting above the Earth represents the information technology and telecommunications age.

The **earth's globe** symbolizes that we are part of a world in constant evolution and improvement.

The **silver** background represents the integrity, steadiness and oversight on the Office's mission.

The **sky-blue color** represents loyalty, justice and truth.

The **crossed keys with the gold coins** stands for fidelity, security and safe-keeping of the people's moneys and properties.

COMPLAINTS

Complaints may be filed by anyone who has knowledge regarding the improper use of public funds or property. They must be substantiated with concrete facts that reflect a possible violation of laws or by-laws by any public official, governmental employee or private person. The complaints should not be regarding personal issues or matters outside the jurisdiction of the Office of the Comptroller of Puerto Rico. The Fiscal Intelligence and Complaints Office is in charge of receiving and evaluating complaints.

Complaints are confidential and may be submitted in person, by telephone to (787) 754-3030 extensions 2805 and 2807 or by e-mail to Querellas@ocpr.gov.pr.

ADDRESS

MAIN BUILDING:

105 Ponce de León Avenue
Corner of Pepe Díaz Street
Hato Rey, Puerto Rico

(787) 754-3030

(787) 751-6768

UNION PLAZA BUILDING:

416 Ponce de León Avenue Hato Rey, Puerto Rico

OFFICE HOURS:

Monday through Friday 7:45am – 4:15pm

CONTACT US:

PO Box 366069 San Juan, Puerto Rico 00936-6069

www.ocpr.gov.pr

ocpr@ocpr.gov.pr

SOCIAL NETWORKS:

www.facebook.com/ocpronline

www.twitter.com/ocpronline

[YouTube Channel: Prensa OCPR](https://www.youtube.com/channel/UCPrensaOCPR)

INFORMATION AVAILABLE ON OUR WEBSITE:

- » Audit Reports
- » Digital Comptrollership
- » Circular letters
- » Registry of Contracts
- » Press Releases
- » Audit Matters and Prevention
- » Financial Statements
- » Brochures and Posters
- » Regulations
- » Legal Advice Requests
- » Filing of Complaints
- » Strategic Plan



Commonwealth of Puerto Rico
Office of the Comptroller

GENERAL INFORMATION

CREATION AND ROLE

The Comptroller of Puerto Rico has the ministerial duty to audit all revenues, accounts, and disbursements of the Commonwealth, its agencies and instrumentalities, and its municipalities, in order to determine whether they have been made in accordance with the Law. This authority is derived from Section 22 in Article III of the Constitution of the Commonwealth of Puerto Rico, and from Act No. 9 of July 24, 1952, as amended, which created the Office of the Comptroller of Puerto Rico. The position of Comptroller has a ten year tenure, pursuant to the provisions of the Constitution, and shall hold office until his successor has been appointed and qualifies.

MISSION

To oversee the transactions of property and public funds with independence and objectivity, in order to ascertain that they have been carried out in accordance with the law, and address other matters entrusted to the Office.

To promote the effective, economical, efficient, and ethical use of government resources for the benefit of our people.

VISION

To serve Puerto Rico with a modern and technological Comptrollership that will carry out advanced audits and investigations, to achieve good government through the contribution of our experience and knowledge.



AUDITS

The examination of the operations of agencies, municipalities and other governmental entities is carried out pursuant to the auditing standards of the Office of the Comptroller of Puerto Rico. The results of said examinations are incorporated in the audit reports issued by our Office. They contain the opinion on the result of the tests performed, the findings and the recommendations to implement adequate corrective measures.

The audit reports issued are public documents available at our Office to the general public. In addition, they are available at our website: www.ocpr.gov.pr. Copies may also be provided, upon payment of internal revenue stamps required by law. Interested persons may contact the Document Administration section at (787) 754-3030 extensions 3400, 3401 or 3402.



PREVENTION

We provide guidance and publish informative brochures to improve public administration, among other strategies. Our publication's main objective is to provide information that helps strengthen public administration and prevents the abuse and misuse of the government's resources.

We offer courses required by law to: elected officials, public officials appointed by the governor and who require confirmation by the Puerto Rico Senate or the Legislature, and to public school board members.

Also, we provide orientation or training, as requested, to public or private entities and common interest groups to promote the effective and efficient use of government resources.

REGISTRIES ADMINISTERED BY THE OFFICE OF THE COMPTROLLER OF PUERTO RICO

Registry of Contracts

Act No. 18 of October 30, 1975, as amended

This Act requires that all governmental entities keep a registry of all contracts granted, including the amendments and agreements perfected on them. It also requires the registration and submission of every contract subscribed by governmental entities to our Office. To obtain copy of contracts you may contact the Document Administration section at (787) 754-3030 extensions 3400, 3401 or 3402.

Registry of Loss or Irregularities Related to Public Funds or Property

Act No. 96 of June 26, 1964, as amended

This Act requires all governmental entities to notify when they become aware that any of their public officials or employees accounts are unaccounted for, has not rendered a full account or has used public funds and/or property for purposes against the law, or any of their public officials, employees or third persons without legal authority, has used, destroyed, disposed or has benefited from public funds and/or property under the entity's custody.

Registry of Privatizations

Act 136-2003, as amended

This Act requires that by the end of every fiscal year, June 30, all agencies, public instrumentalities, organisms or municipalities of the Commonwealth of Puerto Rico, shall submit to the Governor, Legislature and the Office of the Comptroller a detailed annual report on all privatizations executed under their capacity.

Registry of Information required by Section 10 of Act 103-2006, as amended

Any agency that receives allocation of resources from the government's General Fund must submit a certification signed and sworn by the agency's Director of Finance and the chief executive. Also, said certification must be filed with the secretaries of the House of Representatives and Senate of Puerto Rico, and the Office of Management and Budget.

Government Payroll Expenses and Job Registry (Section 14 of Act 103-2006, as amended)

This Act created in this Office an Annual Register of Government Positions and Related Information for all governmental entities, without exception, that belong to the Executive, Legislative and Judicial branches, including the public corporations and their subsidiaries; the municipalities; special and municipal corporations; and local workforce investment areas. The Register consists of information gathered through the monthly reports submitted by the entities.

Annual Certifications registered at the Office of the Comptroller

The Office of the Comptroller developed an app known as Annual Certifications of the Office of the Comptroller to make it easier for entities remittal of the Annual Certification of the Contracts Registry (Act 18), Annual Certification of the Registry of Irregularities Related to Public Funds and Property (Act 96), Annual Certification required by the Article 10 of the Act 103-2006, as amended, Certification of the Compliance with Act 136-2003, as amended, and the Certification of the Compliance with Act 273-2006, as amended, Notification of the Remittance of Management Letters, Audit Reports, Financial Statements, among others. Through this app, the entities may download, fill out and submit the aforementioned certifications.

To obtain additional information on how to use this apps or inquiries you may contact the Division of Public Registries at (787) 754-3030 extension 2603 or via email as follows:

- » Registry of Contracts (Act 18) – ley18@ocpr.gov.pr
- » Registry of Loss or Irregularities Related to Public Funds or Property (Act 96) – ley96@ocpr.gov.pr
- » Registry of Privatization (Act 136) – ley136@ocpr.gov.pr
- » Registry of Required Information and Registry of Government Positions (Articles 10 and 14 of Act 103) – ley103@ocpr.gov.pr

CENTER FOR GOVERNMENT INFORMATION

The main purpose of this initiative is to help auditors in the analysis and systematic investigation of information, in order to conduct effective and efficient audits, with excellent quality and as quickly as possible, from beginning to end.

The goal is to take advantage and optimize the experience and knowledge of our human resources, and the use of technology to gather information that, in addition to helping in the planning as well as the execution of our audits, allows to perform research on patterns of behavior and trend analysis to make short, medium and long range projections over performance of audited entities.

