

Quality Policy

In fulfilling its mission and vision, CPCPA Accounting and Bookkeeping Services (CPCPA) commits to provide excellent business support services driven by a sustainable culture of continuous improvement and organizational development.

CPCPA endeavors to deliver accurate, timely, and reliable bookkeeping and accounting services that meet the highest standards of professional excellence, due diligence, and compliance with approved company policies and procedures, applicable laws and regulations, and is dedicated in safeguarding our clients' personal data and their business information.

Our business goal and passion are to support the financial health and business success of our clients through integrity, transparency, and attention to detail, while protecting the best interest of our employees, the community and the environment.

To achieve this, we pledge to:

- Uphold professional and quality standards by complying with all relevant governments standards, rulings and principles such as in accounting, taxation, audit and labor, business

regulatory requirements, and industry best practices.

- Ensure accuracy and reliability in all financial records, reports, and client communications.
- Foster a client-centric culture by understanding and responding to our clients' unique needs with professionalism and due care.
- Promote continuous improvement and organizational development through internal audit of processes, regular seminar and trainings, and performance evaluations of employees.
- Embrace technology and innovation to enhance efficiency, security, and client satisfaction.
- Maintain confidentiality and ethical standards in all our business endeavors.

We empower our team to take ownership of quality and strive for excellence as we continually improve the quality management system for the complete satisfaction of our stakeholders in all processes. This policy reflects our responsibility and commitment to long-term partnerships built on trust, performance, and consistent quality.



DR. CHARLES P. CATIPAY, CPA MBA
President & General Manager

