



## OBJECTIVES, TARGETS AND PROGRAMMES

|   |  |                  |
|---|--|------------------|
| Dept./Process: Office of the Head for Internal Audit/ Financial Report Verification for Internally Generated Funds and Business-Related Fund Projects |  | Year: 2022       |
| <b>A. OBJECTIVES</b>  |  |                  |
| A.1. To safeguard the university assets<br>A.2 To verify the extent of compliance with accounting procedures and governmental regulations             |  |                  |
| <b>B. INDICATOR(S)</b>  |  | <b>TARGET(S)</b> |
| B.1 No of verified financial reports  |  | 205              |
| B.2 No of verified inventory reports  |  | 12               |
| B.3 No of appraised procedures  |  | 2                |
| B.4 No. of tallied deposit slips against Official receipts  |  | 800              |
| B.5 No of harvests and sale witnessed   |  | 30               |
| B.6 No. of wastages, destructions witnessed   |  | 10               |

## C. PROGRAMME/ACTION PLANS

| Action Plan No.  | Activities   | Responsible     | Time Frame |        | Resources                     | References / Remarks |
|--|--|-----------------|------------|--------|-------------------------------|----------------------|
|  |  |                 | Planned    | Actual |                               |                      |
| IA-APR-22-01<br>Request for additional regular and qualified audit personnel | 1. Write a letter to NAPB Chair for manpower requirement duly noted by our supervisor. | Internal Audit/ | April 2022 |        | Manpower/<br>Office Supplies  |                      |
|  | 2. Follow up status of letter.   | Internal Audit  | July 2022  |        | Manpower                      |                      |
| IA-APR-22-02<br>Request for the purchase of new upgraded equipment           | 1. Inform Supervisor of needed equipment.  | Internal Audit  | Feb 2022   |        | Manpower                      |                      |
|  | 2. Request for funding   | Budget Office   | Feb 2022   |        | Funds                         |                      |
|  | 3. Prepare PPMP and Purchase Request   | Internal Audit  | Feb 2022   |        | Manpower /<br>Office Supplies |                      |
| IA-APR-22-03<br>Request for increased budget                                 | 1. Write a letter request for additional budget allocation                             | Internal Audit  | Jan 2022   |        | Manpower /<br>Office Supplies |                      |
|  | 2. Wait for action   | Budget Office   | Feb 2022   |        | Manpower                      |                      |