



Internal Audit Service Order No. 1. S. 2022
Date: April 4, 2022

**Subject : ESTABLISHMENT OF A PLANNING TEAM FOR THE CONDUCT OF THE
BASELINE ASSESSMENT OF THE INTERNAL CONTROL SYSTEM
(BAICS), 2022**

As part of the strategic planning activities of the IAS for 2022 - 2025, a Planning Team is hereby created to lead in the conduct of the BAICS of the Visayas State University.

Relative thereto, the following IAS personnel are hereby assigned to constitute the Planning Team.

Team Leader:	Maria Teresa A. Cruz
Alternate Team Leader:	Arlin B. Flandez
Member:	Leonardo S. Toraja Jr.

The Planning Team shall perform planning activities, including, but not limited to the following:

- Evaluation and analysis of information/documents that are relevant in the documentation of the five (5) components of the internal control system;
- Preparation and administration of an Internal Control Questionnaire on key processes of critical operating and support systems of OPS, support to operations (STO), and general administration and support (GAS) of all agency programs and projects;
- Review of key processes and controls in the OPS, STO and GAS;
- Evaluation of controls using flowcharts and narrative notes;
- Conduct of walkthrough;
- Testing of controls;
- Conduct of interim analysis; and
- Preparation of various reports and plans, including the Interim Report, Baseline Assessment Report, Strategic Plan and Annual Work Plans.

For compliance.

MARIA TERESA A. CRUZ
Head of Internal Audit

Noted by:

ALLEN GLENNIE P. LAMBERT
Executive Secretary. OP