



## Objectives, Targets, and Programs (OTP)

**Year:** 2023

**Office:** Office of the Head for Internal Audit

### Objectives<sup>1</sup>:

1. Safeguard assets
2. Check the accuracy and reliability of accounting data;
3. Adherence to managerial policies;
4. Compliance to laws and regulations;
5. Ensure effective, efficient, economical and ethical operations.

<sup>1</sup> Refer to the MFO as indicated in the OPCR of the office and formulate a SMART Objective

### Indicators and Targets<sup>2</sup>:

1. Complete five(5) compliance audit every two months
2. Witness Physical inventory of property and equipment
3. Witness rice harvesting; sale of copra and sale of farm animals
4. Witness the disposal of unserviceable property and equipment and the destruction/death of botanical and zoological assets
5. Complete within 18 days the audit on the vacation/sick leave balances of a faculty retiree provided all documents are complete.

### Accomplishment

<sup>2</sup> Refer to the targets in the OPCR of the office as aligned to the objectives

### Programs/ Action Plans

(Action Plans should be appropriate in minimizing or eliminating the risks and maximizing the opportunities to achieve the targets and objectives)


Risk ID	Action Description	Target Implementation Date	Resources Needed	Are resources available?	Responsible Person/ Office
OHIA_23-W1-R1	Follow up HRMDO on the status of recruitment	13/01/2023	Salaries, desk/ tables, desktop computers, printers,	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HRMDO, ODFM, Budget
OHIA_23-W2-R2	Letter request to the President for a vehicle for use to work sites	03/02/2023	Computer, printer, A4 paper, printer ink,	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OHIA
OHIA_23-W2-R2.1	Letter request for a budget to purchase small vehicle or request usage of university vehicle	04/07/2023	Motorcycle	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OP. ODFM, Budget
OHIA_23-W3-R3	Employ BAICS on the auditee before the conduct of the audit	10/02/2023	Computer, printer, A4 paper, printer ink	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OHIA

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

<b>Prepared by:</b>	<b>Reviewed by:</b>		<b>Approved by:</b>
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<b>Process Owner/ Unit Head</b>	<b>Risk Manager</b>	<b>Quality Management Representative</b>	<b>President</b>
<b>Date: 24/01/2023</b>	<b>Date: 25/01/2023</b>	<b>Date: 25/01/2023</b>	<b>Date: 25/01/2023</b>

MONITORING AND REVIEW			
(To be conducted and filled out by the process owner & deputy Risk Manager)			
<b>Date of Monitoring/ Review</b>	Click here to enter a date.		
<b>Monitored/ Reviewed by:</b>	Click here to enter text.		
<b>Risk/ Opportunity ID</b>	<b>Method Used</b>	<b>Percent Compliance</b>	<b>Remarks</b>
ACTION VERIFICATION / FOLLOW-UP			
(To be conducted and filled out by the Risk Manager)			
<b>Date of Verification</b>	Click here to enter a date.		
<b>Verified by:</b>	Click here to enter text.		
<b>Risk/ Opportunity ID</b>	<b>Remarks</b>	<b>Status</b>	
		<b>Closed</b>	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
<b>Final Status:</b>	<b>Remarks:</b>	<b>Approved by:</b>	<b>Date:</b>
<input type="checkbox"/> Closed <input type="checkbox"/> Open (for re analysis and re-filing of actions plans)			