



6 September 2019

**MEMORANDUM CIRCULAR NO. 87**  
Series of 2019

**T O: ALL VPs, Deans, Directors, Dept/Unit/Offices Heads, DRC, dDRCs,  
Alternate dDRCs, Faculty and Staff of the Main Campus**

**R E: Program of Activities for the ISO Internal Audit**

This is to remind you again of the schedule of ISO Internal Audit on September 10-12, 2019.

As guide during the internal audit, we are providing you of the schedule of activities as shown in the attached. The detailed Audit Plan will be sent to you through IP which has been discussed during the Internal Auditors' Briefing yesterday.

It is required that the Deans/Heads/Directors and respective Faculty and Staff should be around during the scheduled visit of the assigned internal auditors to be ready in case there are questions that need answers from any of your faculty or staff. Full cooperation of everybody is needed for a successful internal audit for this will have significant impact in the succeeding external audits.

Your wholehearted support and cooperation are highly enjoined.

  
**EDGARDO E. TULIN**  
President

*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.*

**PROGRAM OF ACTIVITIES FOR THE ISO  
INTERNAL AUDIT  
September 10-12, 2019  
VSU Main Campus**

<b>Date/Time</b>	<b>Activities</b>	<b>Persons/Offices Involved</b>	<b>Internal Auditors</b>	<b>Venue</b>
<b>Sept 10/19</b> 8:00AM	<b>Registration</b>  <b>Opening Meeting</b> - Prayer - Introduction of Participants - Presentation of the audit objectives, scope and criteria - Confirmation of Audit Plan, types of audit findings, and logistical support - Closing Meeting arrangement	QAC Secretariat  Prof. Elvira E. Ongy, Internal Auditors and Top Management		QAC Conference Room
8:30 – 10:30	<b>Internal Audit Process</b>	Internal Auditors and Process Owners of different units/offices (OP, VPs, QAC, Univ. Library, DSS, DAS, DDC )	EEOngy/ JGFJansalin/ EGLoreto/MTPLoreto/ MCMagdadaro, Jr. / LOMoreno/ AMPomida/ EMUmpad	Colleges/depts /offices
10:31-12:30	<b>Continuation of Internal Audit Process</b>	Internal Auditors and Process Owners of different units/offices (DFST, DOH, DPM, CoE, DAE, DCST, DGE)	MBurlas/SBLina/ MCMagdadaro,Jr/ ADPardales/ DPPeque/ SOVillagonzalo	College/Depts/ Offices
12:30 – 1:30	Lunch Break	All Internal Auditors		Guest House
1:30 – 3:30PM	<b>Continuation of Internal Audit Process</b>	Internal Auditors and Process Owners of different units/offices (OGS, Biotech, DPBG, CFES, DFS, ITEEM, DCHM, IGPO)	EEOngy/RCGuinocor/ JGFJansalin/EGLoreto/ EMUmpad/ SOVillagonzalo/ AAVillocino	Colleges/Dept/ Offices
3:30-5:30	<b>Continuation of Internal Audit Process</b>	Internal Auditors and Process Owners of different units/offices (DCE, DoE, ISRDS, CoN, CVM, DBVS, DVCS, DVPCS, CAS)	EEOngy/MCBales/ SBLina/MBLoreto,Jr/ MTPLoreto/ MCMagdadaro,Jr/ LOMoreno/ADPardales /DPPeque/AMPomida	Colleges/Dept/ Offices
5:30- 7:00PM	<b>Meeting</b>	All Internal Auditors		Guest House
6:30 – 7:30PM	Dinner	All Internal Auditors		Guest House
<b>Sept 11/19</b>			EEongy/LCAmpac/	Colleges/Dept/



8:00AM - 10:00	<b>Continuation of Internal Audit Process</b>	Internal Auditors and Process Owners of Different units/offices( <b>DRC, UCC, CAFS, IHK, DSS, DEpStat, DLABS, DTE, DoPAC, DMP, DBS</b> )	RBArmecin/MBurlas/RCGuinocor/MTPLoreto/MCMagdadaro, Jr/LOMoreno/ADPardales	Offices
<u>10:01-12:00</u>	<b>Internal Audit continuation</b>	Internal Auditors and Process Owners of Different units/offices ( <b>CME, DBM, ODAHRD, DA, SPMO, SGD,, SPMO, GSD, Property Office, Finance, OVPI</b> )	RBArmecin/MCBales/MBurlas/MTPLoreto/MCMagdadaro, Jr/DPPeque/AMPomida/AAVillocino	Colleges/Dept/Offices
<u>12:00-1:00</u>	<b>Lunch</b>			
<u>01:00- 2:30</u>	<b>Internal Audit continuation...</b>	Internal Auditors and Process Owners of Different units/offices ( <b>Research Office, DAEx, Extension Office, Info Office, NARC, RERC, Legal Office, PhilRootcrops, ASHO, URC, Eco-FARMI, OUS, USSO</b> )	EEOngy/LCAmpac/MCBales/MBurlas/JGFJansalin/MCMagdadaro, Jr./LOMoreno/ADPardales/DPPeque/AMPomida/EMUmpad/SOVillagonzalo/AAVillocino	Colleges/Dept/Offices
<u>2:30-4:00</u>	<b>Internal Audit continuation...</b>	Internal Auditors and Process Owners of Different units/offices ( <b>ACRO, Health Services Office, CAC, ASHO, IQA, IAO, NARC, Security Office</b> )	RBArmecin/MBurlas/RCGuinocor/MBLoreto, Jr./MCMagdadaro, Jr./ADPardales/AMPomida/AAVillocino	Colleges/Dept/Offices
4:30 – 6:30PM 6:30- 7:30 PM	<b>Meeting Dinner</b>	All Internal Auditors and Lead Auditor		Guest House
<u>Sept 12/19</u>				
8:00 – 12:00	<b>Preparation of NC Reports and Audit Report</b>	All Internal Auditors and Lead Auditor		Pavilion Glass Room
12:00 -1:00	<b>Lunch Break</b>	All Internal Auditors and Lead Auditor		Pavilion Glass Room
1:00 – 3:30	<b>Closing Meeting</b> - Presentation of Audit Report - Discussion of Findings - Response from the President - Closing Remarks	Top Management, Deans, Directors, Heads of Dept/Offices/Units  Dr. Edgardo E. Tulin  Dr. Dilberto O. Ferraren		CCE 1 <sup>st</sup> Floor