



**VISAYAS**  
STATE UNIVERSITY


OFFICE OF THE  
**PRESIDENT**



**MEMORANDUM CIRCULAR NO. 201**  
Series of 2024

**TO: All Concerned Participants**

**RE: Conduct of the Lecture-Orientation on the Formulation of Institutional Internal Audit Framework and Guidelines**

**FROM:  DR. PROSE IVY G. YEPES**  
University President

**DATE: September 5, 2024**

This is to inform you that the **Lecture-Orientation on the Formulation of Institutional Internal Audit Framework and Guidelines** will be held on **September 13, 2024 at 8:00AM to 12:00NN**, at the **OP Board Room, VSU Main Campus**. Attendance to this activity is mandatory for all identified officials and administrative staff.

In light of this, effective immediately, any travel or other activities that may interfere with your attendance at this workshop are highly discouraged during the specified dates. Additionally, you are directed not to schedule any trips or engagements that would conflict with this important event.

This activity is crucial to equip and guide our internal audit staff and other personnel on the formulation of the framework and guidelines, ensuring consistency, compliance, and the continuous improvement of internal control systems.

Please find the attached **Program of Activities** and **List of Participants** for your reference.

For your information and usual support.

cc: VPAF  
All Chancellors

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



## Program of Activities

Activity	Assigned Unit/Speaker
<b>Arrival and Registration</b>	
<b>Preliminaries</b> - Invocation and Philippine National Anthem	AVP
<b>Welcome Remarks and Introduction of the Resource Person</b>	<b>Dr. Prose Ivy G. Yepes</b> University President
<b>DISCUSSION PROPER</b> Overview: <ul style="list-style-type: none"> <li>• The Role of Internal Audit in University Settings</li> <li>• Basic Concepts and Principles of Internal Audit</li> <li>• Audit Approach and Planning</li> <li>• Internal Audit and Risk Management</li> </ul>	<b>Dr. Myrna Q. Mallari</b> Resource Person
<b>OPEN FORUM</b>	Moderator and Resource Speaker
<b>LUNCH BREAK</b>	
<b>Policies, Standards, and Best Practices for Internal Audit Framework</b> <b>Philippine Government Internal Audit Manual</b>	<b>Dr. Myrna Q. Mallari</b> Resource Person
<b>Formulation of an effective internal audit framework</b>	
<b>OPEN FORUM</b>	Moderator and Resource Speaker
<b>Closing Remarks</b>	TBA

*End*

## List of Participants

The target participants of this activity are the following:

VSU Officials and Personnel	Campus	No.
Office of the University President	Main Campus	3
Internal Audit Personnel	All campuses (2 from main campus and 1 from each VITA campus)	6
Accountants	All campuses (1 each campus)	5
HRMO directors/heads	All campuses (1 each campus)	5
Supply Office Heads	All campuses (1 each campus)	5
Procurement Office Heads	All campuses (1 each campus)	5