



8 March 2022

MEMORANDUM NO. 374

Series of 2022

T O: Dr. Gerald B. Monsanto

R E: Designation as Head, Internal Audit, VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Internal Audit, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Appraise procedures as to efficiency or adequacy;
2. Appraise personnel efficiency;
3. Verify and analyze financial operations data to ascertain if attendant management information; that information systems generate data or reports that are complete, accurate and valid;
4. Verify the extent of compliance with accounting procedures, governmental regulations, department policies and programs, achievement of performance targets and contractual obligations;
5. Prevent and detect fraud or dishonesty;
6. Review cases involving misuse of agency property; and
7. When requested, perform miscellaneous services, including special investigations and assistance to outside contacts such as the COA.

As Head, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc:	VSU-Villaba	ODF/Budget	Records
	OVPA	OHIA	File
	OVPAF	Deans	
	OVPREI	Directors	
	OVPSAS	Accounting	
	OVPPRGAS	Cash	
	OUS	COA	
	ODHRM/OHRSSPR	Registrar	