



31 January 2023

MEMORANDUM NO. 383

Series of 2023

T O: Ms. Libertine Agatha F. Densing
R E: Designation as Head, Internal Audit, VSU Alangalang Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Internal Audit, VSU Alangalang Campus effective February 1, 2023 until December 31, 2023 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.

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN,
President

cc: VSU-Alangalang
OVPA
OVPAF
OVPREI
OVPSAS

OVPPRGAS
OUS
ODHRM/OHRSPPR
ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
File