



22 June 2020

**MEMORANDUM NO. 124**

Series of 2020

**T O: Ms. Ma. Teresa A. Cruz**

**R E: Designation as Head for Internal Audit**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head for Internal Audit effective July 1, 2020 until December 31, 2020 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:	OVPI	Cash
	OVPAF	Registrar
	OVPPRGEA	ODF/Budget
	OVPRE	ODAHRD/PRPEO
	OUS	IASO
	Deans	Accounting
	Directors	COA
	Records	File