

January 8, 1990

MEMORANDUM NO. 3  
Series of 1990

T O: Budget Office  
ICU  
Accounting

R E: FUNCTIONS OF THE INTERNAL CONTROL UNIT (ICU)

In consideration of the functions of the Budget Office, the ICU shall undertake the following duties and responsibilities:

1. Internal Audit

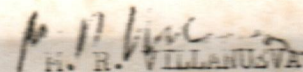
- 1.1 Review/verify data (accounts and accounting records) produced by the accounting system to ascertain that reports are valid and in accordance with accounting and auditing procedures, policies, rules and regulations.
- 1.2 Conduct physical inventories and on-the-spot test counts/inspection on inventories, equipment, breeding animals and animal products.
- 1.3 Conduct cash count/cash audit on accountabilities of project managers/cashiers/designated special collecting/disbursing officers.
- 1.4 Coordinate between COA and officials/employees concerned on any auditing requirements for immediate compliance.

2. Internal Control System

- 2.1 Review periodically and analyse data on work accomplishments
- 2.2 Evaluate internal control system on various areas of responsibility (e.g. accounting, procurement, maintenance of motor vehicles, collection and disbursement of funds, etc.)
- 2.3 Consult unit heads on the proper and more effective organization of their new/or existing functions or services.
- 2.4 Conduct special economic studies and surveys (work simplification, procedures, working tools, reporting system and forms control).

Effective January 1, 1990, the Accounting Office shall assume the pre-audit function formerly handled by ICU. Consequently, Mr. Albino Oceña is hereby transferred from the ICU to Accounting Office effective immediately.

For compliance.

  
H. R. VILLANUEVA  
President

cc: VPA  
OBA  
All Dept/Center/Office