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22 February 2021

MEMORANDUM NO. 84
Series of 2021

T O: Ms. Maria Teresa A. Cruz 3/11/21
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 March 1, 2021 until December 31, 2021 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. TULINA
President

cc:	OVPA	Cash	File
	OVPAF	Registrar	
	OVPPRGAS	ODF/Budget	
	OVPREI	ODAHRD/PRPEO	
	OVPSAS	IASO	
	OUS	Accounting	
	Deans	COA	
	Directors	Records	