



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
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Memorandum No. 995

Series of 2024

TO: **Ms. Maria Teresa A. Cruz**

RE: **Designation as Head, Internal Audit Services**

FROM: **DR. PROSE IVY G. YEPES**
University President

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Internal Audit Services** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Develop and implement the university's internal audit plan, ensuring the effective evaluation of financial, operational, and compliance processes.
2. Conduct regular audits to assess the efficiency, effectiveness, and integrity of internal controls, risk management, and governance practices.
3. Review and analyze financial records, reports, and procedures to ensure compliance with applicable laws, regulations, and university policies.
4. Provide recommendations to improve internal controls, operational efficiency, and risk mitigation strategies.
5. Prepare and submit audit reports to the University President, highlighting findings, risks, and corrective measures.
6. Monitor the implementation of corrective actions and improvements based on audit recommendations.
7. Ensure the confidentiality and security of all audit findings, records, and related information.
8. Provide advisory services on matters related to internal controls and process improvements.
9. Perform other tasks as assigned by the University President

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

OFFICE OF THE PRESIDENT

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Page 1 of 2
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For your information, proper guidance, and usual support.

cc: Unit Heads
 Office Directors
 College Deans
 Chancellors
 Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.