



ANNUAL INTERNAL AUDIT PROGRAM

Year : 2022 (2nd Surveillance Audit)

#	PROCESS / AREA	ELEMENTS TO BE AUDITED (ISO CLAUSES)	SCHEDULE													REMARKS
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1	Top Management	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 9.1, 9.3, 10	PLAN								X	X				
			ACTUAL													
2	Quality Management Representative	4.1, 4.2, 5.1, 5.2, 6.1, 6.2, 7.5, 9.1, 9.3, 10	PLAN								X	X				
			ACTUAL													
3	Risk and Opportunities Management	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.5, 8.7, 9.1, 10.3	PLAN								X	X				
			ACTUAL													
4	Customer Feedback	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.5, 8.7, 9.1, 10.3	PLAN								X	X				
			ACTUAL													
5	Internal Quality Audit	4.1, 6.1, 9.2, 10.3	PLAN								X	X				
			ACTUAL													
6	Documents and Records Control	4.1, 5.2, 5.3, 6.1, 7.1, 7.5, 10.3	PLAN								X	X				
			ACTUAL													
7	University Registrar	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 8.5, 8.6, 8.7, 10.3	PLAN								X	X				
			ACTUAL													
8	Admission	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 8.5, 8.6, 8.7, 10.3	PLAN								X	X				
			ACTUAL													
9	Graduate School	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X				
			ACTUAL													

10	Office of Dean of Students	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X	X				
			ACTUAL														
11	University Library	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X	X				
			ACTUAL														
12	Dean of the Open University	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
13	OVPA	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
14	ODIE	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
15	OIMD	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
16	CAFS	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
17	CME	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
18	CAS	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
19	CoEd	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
20	CoEng	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
21	CFES	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X	X				
			ACTUAL														
22	CoN	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5,	PLAN									X	X				
			ACTUAL														

		8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1															
23	CVM	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
24	DAEEx	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
25	DPM	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
26	DCHM	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
27	DAS	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
28	DSS	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
29	DA	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
30	DevCom	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
31	DepStat	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
32	DTE	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														
33	DBM	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X					
			ACTUAL														

PAA	34	DABE	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	35	ITEEM	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	36	DPBG	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	37	DoPAC	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	38	DOH	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	39	DLABS	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	40	DFST	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	41	DBS	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	42	DFS	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	43	DGE	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	44	IHK	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												
PAA	45	DCST	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN								X	X			
				ACTUAL												

[illegible]

✓	59	University Library	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
FIN	60	Finance	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
PRIE	61	RCCRDC	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
✓	62	Property & Supply	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
PRIE	63	Extension	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
SAC	64	NSTP	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
PRIE	65	NARC	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
PRIE	66	RDE Network Secretariat	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
SAC	67	OVPSAS	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
PRIE	68	PDDL	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
	69	Records Office	4.1, 5.2, 5.3, 6.1, 7.1, 7.5, 10.3	PLAN								X	X				
				ACTUAL													
HRD	70	HRD Director	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
IN	71	Accounting	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
PRIE	72	PhilRootcrops	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
GSD	73	Motor Pool	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
HRD	74	Legal Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
	75			PLAN								X	X				

GSD		Building and Housing Maintenance	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	ACTUAL													
PRJE	76	Advance Research & Innovation	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
PRJE	77	Office of the Director for Research	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
✓	78	Office of the Director for Administrative Services	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
HRD	79	Office of Head of RSP	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
✓	80	Executive Secretary	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
GSD	81	Office of the Head of General Services	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
FIN	82	Budget Office	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
PRJE	83	ATR	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
GSD	84	Grounds and Landscape Maintenance	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
✓	85	CCE	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
✓	86	CPD	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
✓	87	UIIC (formerly named as Information Office)	5.2, 5.3, 6.1, 6.2, 7.1, 7.4, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
the same w/ 10.3	88	Office of the Director for Resource Generation	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X				
				ACTUAL													
HRD	89	Office of the Head of PM & RR	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN								X	X				
				ACTUAL													
	90			PLAN								X	X				

107	International Affairs Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X			
			ACTUAL												
108	Grants Development Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X			
			ACTUAL												
109	Office of the University Disaster and Risk Reduction Management (Security services is part of the function of the DRRM)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X			
			ACTUAL												
110	UHERS	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X			
			ACTUAL												
111	Internal Audit	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN								X	X			
			ACTUAL												
112	Gender Resource Center	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN								X	X			
			ACTUAL												
113	Central Analytical Service Laboratory	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X			
			ACTUAL												
114	Geographic Information System Laboratory	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN								X	X			
			ACTUAL												

Prepared by:

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Date: August 18, 2020

EDGARDO E. TULIN, PhD
University President

Date: August 18, 2020