ANNUAL INTERNAL AUDIT PROGRAM

Year : 2021 (1st 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				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
			ACTUAL								X	X				
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								X	X				
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			1						1				
			ACTUAL								X	X				
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			2						2				
			ACTUAL								X	X				
5	Internal Quality Audit	4.1, 6.1, 9.2, 10.3	PLAN			X						X				
			ACTUAL								X	X				
6	Documents and Records Control	4.1, 5.2, 5.3, 6.1, 7.1, 7.5, 10.3	PLAN			X						X				
			ACTUAL								X	X				
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								X	X				
8	Admission	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 8.5, 8.6, 8.7, 10.3	PLAN			3						3				
			ACTUAL								X	X				
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								X	X				

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				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
			ACTUAL								X	X				
11	University Library	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
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			4						4				
			ACTUAL								X	X				
13	OVPAA	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								X	X				
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			5						5				
			ACTUAL								X	X				
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			6						6				
			ACTUAL								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
22	CoN	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5,	PLAN			X						X				
			ACTUAL								X	X				

		8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1														The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				

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				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
			ACTUAL								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				
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								X	X				

46	ISRDS	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				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
			ACTUAL								X	X				
47	Biotech	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								X	X				
48	DCE	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								X	X				
49	DME	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								X	X				
50	DMet	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			7						X				
			ACTUAL								X	X				
51	DOE	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								X	X				
52	DMP	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								X	X				
53	ViCARP	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			8						8				
			ACTUAL								X	X				
54	RERC	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								X	X				
55	NCRC-V	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								X	X				
56	Eco-FARMI	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								X	X				
57	OVPREI	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			9						9				
			ACTUAL								X	X				
58	Planning	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			10						10				
			ACTUAL								X	X				

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.

59	University Library	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
			ACTUAL								X	X				
60	Finance	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN			X						X				
			ACTUAL								X	X				
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			11						11				
			ACTUAL								X	X				
62	Property & Supply	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
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								X	X				
64	NSTP	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			12						12				
			ACTUAL								X	X				
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								X	X				
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			13						13				
			ACTUAL								X	X				
67	OVPSAS	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			14						14				
			ACTUAL								X	X				
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			15						15				
			ACTUAL								X	X				
69	Records Office	4.1, 5.2, 5.3, 6.1, 7.1, 7.5, 10.3	PLAN			16						16				
			ACTUAL								X	X				
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								X	X				
71	Accounting	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN			17						17				
			ACTUAL								X	X				
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								X	X				
73	Motor Pool	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			18						18				
			ACTUAL								X	X				
74	Legal Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
75			PLAN			19						19				

	Building and Housing Maintenance	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	ACTUAL								X	X				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
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			20						20				
			ACTUAL								X	X				
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								X	X				
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			21						21				
			ACTUAL								X	X				
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			22						22				
			ACTUAL								X	X				
80	Executive Secretary	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			23						23				
			ACTUAL								X	X				
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			24						24				
			ACTUAL								X	X				
82	Budget Office	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN			25						25				
			ACTUAL								X	X				
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			26						26				
			ACTUAL								X	X				
84	Grounds and Landscape Maintenance	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			27						27				
			ACTUAL								X	X				
85	CCE	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			28						28				
			ACTUAL								X	X				
86	CPD	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			29						29				
			ACTUAL								X	X				
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								X	X				
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								X	X				
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			30						30				
			ACTUAL								X	X				
90			PLAN			31						31				

	Power plant and Electrical Services	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	ACTUAL								X	X				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
91	Cashier's Office	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN			32						32				
			ACTUAL								X	X				
92	Instrumentation and Laboratory Equipment	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			33						33				
			ACTUAL								X	X				
93	QAC	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			34						34				
			ACTUAL								X	X				
94	ACRO	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
95	Office of the Director of 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			35						35				
			ACTUAL								X	X				
96	Office of the Head of IGP	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			36						36				
			ACTUAL								X	X				
97	Office of the Head of L & D	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN			37						37				
			ACTUAL								X	X				
98	CAC	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
99	URC	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
100	Student and Employee Housing Accommodation	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			38						38				
			ACTUAL								X	X				
101	Office of the Director of Physical Plant (formerly named as GSD)	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
102	BOR Secretary	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
103	Printing Press	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			39						39				
			ACTUAL								X	X				
104	Procurement	5.2, 5.3, 6.1, 6.2, 7.1, 8.4, 10.3	PLAN			X						X				
			ACTUAL								X	X				
105	Office of the Head of Payroll	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN			40						40				
			ACTUAL								X	X				
106	ICTMC	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								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				The scheduled audit in March 2020 was not realized because of the COVID-19 Pandemic crisis & the 2nd IQA is pushed through from August to September 2020 to provide the auditors an ample time to prepare for the reports. This is also a Corrective Action to address Item No. 3 of Stage 1 Audit Findings. Moreover, with the implementation of the new organizational structure of the University, some units were added on the list.
			ACTUAL								X	X				
108	Grants Development Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			41						41				
			ACTUAL								X	X				
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								X	X				
110	UHERS	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
111	Internal Audit	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN			42						42				
			ACTUAL								X	X				
112	Gender Resource Center	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN			X						X				
			ACTUAL								X	X				
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			43						43				
			ACTUAL								X	X				
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			44						44				
			ACTUAL								X	X				

Notes: *These offices/audit areas were not included in the Audit Program for FSA (FM-QAC-18 rev00, No. 19-02) as:*
Column 7 (1, 2, & 10) – these are captured already in the top management
Column 7 (3) – this is part of the audit of the University Registrar (the new organizational structure has a separate office for Admission)
Column 7 (3, 4, 4, 5, 6, 12, 14, 20, 21, 22, 24, 29, 30, 35, 36, 37, 38, 39, 40, & 41) – these are new offices created with the new organizational structure
Column 7 (17, 25, 32, & 42) – these are part of the audit of the Financial Management
Column 7 (7) – there was no evidence on the BOR Resolution approving the offering of the program as per statement of the former BOR Secretary; but it was later found out that the document is available at the BOR Secretary's Office
Column 7 (18, 19, 27, 31, & 33) - these are part of the audit of the General Services Division (currently named as Physical Plant)
Column 7 (8, 9, 11, 13, 15, 26, 43, & 44) – research and extension was not initially highlighted in the scope of certification (as reflected in the Quality Manual of the University)
Column 7 (34) – this is part of the audit of the Quality Assurance Director (currently named as QMR)
Column 7 (28) – this is part of the audit of the University Review Center (having the same auditee and dDRC)
Column 7 (23) – this is part of the audit of the Top Management

Prepared by: **Approved by:**

ELVIRA E. ONGY
Internal Lead Quality Auditor
Date: August 18, 2020

EDGARDO E. TULIN, PhD
University President
Date: Aug 19, 2020