



1. Request for Internal Audit Services

The Internal Audit being provided by the Internal Audit Services aides the local government in the evaluation of management controls and operations performance and the determination of the degree of compliance with laws, regulations, managerial policies, accountability measures, ethical standards and contractual obligations. It involves the appraisal of the plan of organization and all the coordinated methods and measures in order to recommend courses of action on matters relating to operations and management control.

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| Office or Division | Office of the Internal Audit Services | | | |
| Classification | Highly Technical | | | |
| Type of Transaction | G2G - Government to Government | | | |
| Who may avail | Local Chief Executive and Vice-Mayor | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1 copy of the Citizen's Charter | | ARTA task force of the agency availing the service | | |
| 1 copy of the Local Budget Circular 110- Internal Audit Manual for Local Government Units | | Department of Budget and Management | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |



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| <p>1. The Local Chief Executive for the Executive Branch and the Vice-Mayor for the Legislative Branch will instruct the Internal Audit Services, or the Internal Audit Services will ask for the approval of the LCE or the Vice-Mayor to Conduct Operation/Management/ or Compliance Audit of the Executive Branch or the Legislative Branch</p> | <p>1. Grants the order of the LCE or the Vice-Mayor</p> | <p>None</p> | <p>1 Day</p> | <p><i>Internal Auditor II</i> Office of the Internal Audit Services</p> |
| <p>2. The LCE or the Vice-Mayor, as the need arises guides the internal Audit Services on the Direction of the Audit.</p> | <p>2. Internal Audit Services will prepare Planning Memorandum</p> | <p>None</p> | <p>1 Day</p> | <p><i>Internal Auditor II</i> Office of the Internal Audit Services</p> |
| <p>3. The LCE or the Vice-Mayor, as the need arises guides the internal Audit Services on the Direction of the Audit.</p> | <p>3. Internal Audit Services will prepare the Audit Notification</p> | <p>None</p> | <p>1 Day</p> | <p><i>Internal Auditor II</i> Office of the Internal Audit Services</p> |
| <p>4. The LCE or the Vice-Mayor, as the need arises guides the internal Audit Services on the Direction of the Audit.</p> | <p>4. Internal Audit Services will conduct Entry Conference</p> | <p>None</p> | <p>1 Day</p> | <p><i>Internal Auditor II</i> Office of the Internal Audit Services</p> |



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| 5. The LCE or the Vice-Mayor, as the need arises guides the internal Audit Services on the Direction of the Audit. | 5. Internal Audit Services will Conduct the Internal Audit | None | 15 Days | <i>Internal Auditor II</i> Office of the Internal Audit Services |
| 6. The LCE or the Vice Mayor will ask a copy of the Initial Audit Report | 6. Internal Audit Services will Prepare Initial Audit Report | None | 2 Days | <i>Internal Auditor II</i> Office of the Internal Audit Services |
| 7. Upon completion of the Audit, the LCE or the Vice-Mayor shall instruct the Internal Audit Services to conduct Exit Conference together with the Departments involved in the Audit. | 7. Internal Audit Services will conduct Exit Conference | None | 1 Day | <i>Internal Auditor II</i> Office of the Internal Audit Services |
| 8. The LCE or the Vice Mayor will require the Internal Audit Services to Submit a copy of the Final Report | 8. Internal Audit Services will Prepare and Submit Final Audit Report to the LCE or the Vice-Mayor | None | 1 Day | <i>Internal Auditor II</i> Office of the Internal Audit Services |
| 9. The LCE or the Vice-Mayor will instruct the Internal Audit Services to Conduct Audit Follow Up | 9. Conduct Audit Follow Up | None | Depends on Audit Scope | <i>Internal Auditor II</i> Office of the Internal Audit Services |
| | TOTAL: | None | 24 Days | |