

#### Republic of the Philippines

### **North Eastern Mindanao State University**

Rosario, Tandag City, Surigao del Sur 8300 Telefax No. 086-214-4221 Website: www.nemsu.edu.ph





# MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. <u>ac-619</u>, s. 2024

TO:

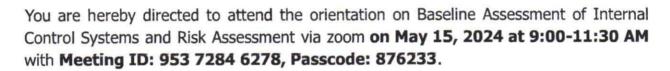
**ALL UNITS FROM ADMIN AND FINANCE** 

SUBJECT:

**CONDUCT OF BAICS ORIENTATION AND ACTIVITIES** 

DATE:

May 13, 2024



This orientation is conducted for the advancement of the Internal Auditing function of the IAU. The Baseline Assessment of Internal Control Systems is the first step in the Audit Planning Stage of the Internal Audit Unit. BAICS is done in order for the Internal Auditors to achieve the following objectives:

- a. Get familiar with the organization's operations;
- b. Identify and document the five (5) components of the internal control system of all programs and projects of the organization;
- c. Review key processes on operations (OPS), support to operations (STO), and general administration and support (GAS);
- d. Review controls on key processes of OPS, STO and GAS; and
- e. Gather sufficient information on potential audit areas to be included in the strategic plan

Below are the key officials/personnel who will attend the virtual orientation, viz:

Office/Unit	Key Officials/Personnel
VPAF	Dr. Abundio C. Miralles
CAO-Admin	Dr. Florife O. Urbiztondo
CAO-Finance	Dr. Camilo D. Malong, Jr., CPA
SAO-Admin	Engr. Christopher D. Badayos





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SAO-Finance	Mrs. Leorelie Kim D. Estrada, CPA
Other Campuses	AOV
Acctng. Unit Head- Main Campus	Mr. Floyd M. Mendez, CPA
Budget Unit Head- Main Campus	Mrs. Sandra Jessa S. Trajano
HRMO Head- Main Campus	Mr. Roel T. Lim, JD, MPA
Cashier Unit Head- Main Campus	Mrs. Glesilda L. Canda
Procurement Unit Head- Main Campus	Mrs. Ma. Reina S. Acevedo
GSU Head- Main Campus	Engr. Mcdonald G. Amparo
Records Unit Head- Main Campus	Mr. Hussein Alawi
Supply & Property Unit Head- Main Campus	Mr. Valerio C. Sagittarius, MPA
Other Campuses	Including All Unit Heads of campus counterparts of all Admin & Finance

Unit

Please be guided accordingly.

NEMESIO G. LOAYON, PhD

SUC President III