



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. as-619, s. 2024

TO: ALL UNITS FROM ADMIN AND FINANCE
SUBJECT: CONDUCT OF BAICS ORIENTATION AND ACTIVITIES
DATE: May 13, 2024



You are hereby directed to attend the orientation on Baseline Assessment of Internal Control Systems and Risk Assessment via zoom **on May 15, 2024 at 9:00-11:30 AM** with **Meeting ID: 953 7284 6278, Passcode: 876233**.

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