



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 12-026, s. 2024

TO: VPAF, CAMPUS DIRECTORS, CAO & SAO (Admin & Finance), AO V (Other Campuses), ALL UNIT HEADS FROM ADMIN & FINANCE

SUBJECT: CONDUCT OF BAICS VIRTUAL EXIT CONFERENCE

DATE: December 13, 2024

You are hereby directed to attend the virtual exit conference on Baseline Assessment of Internal Control Systems and Risk Assessment via zoom **on December 17 & 18, 2024 at 9:00-11:00 AM and 1:30-3:30 PM. Zoom links will be disseminated through BAICS Group Chats per unit.**

This exit conference will be conducted to discuss the result of the BAICS through the Baseline Assessment Report (BAR). The result of this BAR will be included in the formulation of the Internal Audit Unit Strategic Plan, consisting of three (3) years Audit Work Plans and Activities.

Below are the units under Admin & Finance and their schedule date & time for the virtual BAICS exit conference, viz:

| Office/Unit | Date & Time |
|-----------------------|---|
| VPAF | December 17-18, 2024 (9:00-11:00 AM and 1:30-3:30 PM) |
| CAO Admin & Finance | December 17-18, 2024 (9:00-11:00 AM and 1:30-3:30 PM) |
| SAO Admin & Finance | December 17-18, 2024 (9:00-11:00 AM and 1:30-3:30 PM) |
| Campus Directors | December 17-18, 2024 (9:00-11:00 AM and 1:30-3:30 PM) |
| AO V (Other Campuses) | December 17-18, 2024 (9:00-11:00 AM and 1:30-3:30 PM) |
| Accounting | December 17, 2024 (9:00-10:00 AM) |





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| Budget | December 17, 2024 (1:30-2:30 PM) |
| Cashier | December 18, 2024 (9:00-10:00 AM) |
| HRMO | December 18, 2024 (1:30-2:30 PM) |
| Supply | December 17, 2024 (10:00-11:00 AM) |
| GSU | December 17, 2024 (2:30-3:30 PM) |
| Records | December 18, 2024 (10:00-11:00 AM) |
| Procurement | December 18, 2024 (2:30-3:30 PM) |

Please be guided accordingly.

For the grassroots and in the spirit of vibrant leadership.


NEMESIO G. LOAYON, PhD &
SUC President III