

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

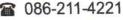
You are hereby directed to attend the virtual exit conference on Baseline Assessment of Internal Control Systems and Risk Assessment via zoom on December 17 & 18, 2024 at 9:00-11:00 AM and 1:30-3:30 PM. Zoom links will be disseminated through BAICS Group Chats per unit.

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)

Rosario, Tandag City, Surigao del Sur 8300



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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

