



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0193, s. 2025

TO: Internal Auditors, Campus Directors, and all units from
Research, Extension, Income Generation & Auxiliary Services

SUBJECT: ADMINISTRATION OF INTERNAL CONTROL QUESTIONNAIRE AS
PART OF BAICS

DATE: April 11, 2025



The University, through the Internal Audit Unit, will be administering questionnaires as part of the Baseline Assessment of Internal Control System (BAICS).

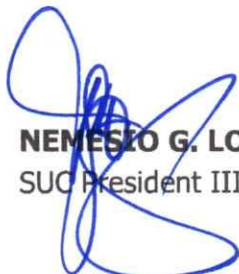
Hence, the campuses are hereby directed to cooperate in the administration of the Internal Control Questionnaires as part of the BAICS activities of the Internal Audit Unit (IAU). This activity is part of the Internal Audit Planning of the IAU in order to conduct a comprehensive Internal Audit of the University. Below is the schedule of the BAICS per campuses, viz:

Date	Campus
April 21, 2025	Bislig Campus
April 22, 2025	Tagbina Campus
April 23, 2025	Liangá Campus
April 24, 2025	Cagwait Campus
April 25, 2025	San Miguel Campus
April 28, 2025	Cantilan Campus
April 29, 2025	Tandag Campus

Your cooperation is necessary for the success of this activity.

Please be guided accordingly.

For the grassroots and in the spirit of vibrant leadership.


NEMESIO G. LOAYON, PhD.
SUC President III

📍 Rosario, Tandag City, Surigao del Sur 8300
☎ 086-211-4221
🌐 www.nemsu.edu.ph





Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 12-017, s. 2024



TO: DIRECTORS, UNIT HEADS FROM RESEARCH AND EXTENSION SERVICES

SUBJECT: CONDUCT OF BAICS ORIENTATION AND ACTIVITIES

DATE: December 9, 2024

You are hereby directed to attend the orientation on Baseline Assessment of Internal Control Systems and Risk Assessment via zoom **on December 10, 2024 at 9:00-11:30 AM** with **Meeting ID: 813 1374 9797**, **Passcode: NEMSU**

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:

- Get familiar with the organization's operations;
- Identify and document the five (5) components of the internal control system of all programs and projects of the organization;
- Review key processes on operations (OPS), support to operations (STO), and general administration and support (GAS);
- Review controls on key processes of OPS, STO and GAS; and
- 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
VPRE	Rolly G. Salvaleon, EdD
IGP Director	Ruel T. Lim, JD, MPA ✓
IGP Head (Tandag)	Maria Theresa Q. Yusico, EdD ✓
IGP Head (Cantilan)	Dr. Michelle P. Yu ✓
IGP Head (Liang)	Airezabel L. Mayola

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IGP Head (San Miguel)	Gilbert P. Gawat
IGP Head (Tagbina)	John Albert A. Alzate ✓
IGP Head (Bislig)	For. Rosalie R. Basalo ✓
IGP Head (Cagwait)	Rosy V. Alegado ✓
Research Director (Tandag)	Dr. Erwin B. Berry
Research and Development Head (Tandag)	Gretchen Yarra Erno
Research and Development Head (Cantilan)	Dr. John Manuel C. Buniel
Research and Development Head (Liangá)	Dr. Fabio C. Ruaza
Research and Development Head (San Miguel)	Ritchel B. Garrigues ✓
Research and Development Head (Tagbina)	Zarina Gail D. Sambalud
Research and Development Head (Bislig)	Dr. Anastacio G. Pantaleon Jr.
Research and Development Head (Cagwait)	Jengkie A. Omega ✓
Extension Services Director	Dr. Ma. Christina S. Dela Cerna
Extension Services Head (Tandag)	Dr. James Q. Grefalde
Extension Services Head (Cantilan)	Jaypee B. Julve ✓
Extension Services Head (Liangá)	Lolit M. Martin
Extension Services Head (San Miguel)	Jeppy P. Malinao
Extension Services Head (Tagbina)	Dr. Nancy S. Doloriel ✓
Extension Services Head (Bislig)	Dr. Myrna T. Alferez
Extension Services Head (Cagwait)	Lolita C. Vicente

Please be guided accordingly.


NEMESIO G. LOAYON, PhD

SUC President III

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