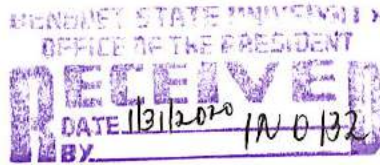




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Benguet State University
Internal Audit Service
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www.bsu.edu.ph

January 30, 2019

Dr. Feliciano G. Calora, Jr.
President
Benguet State University
La Trinidad, Benguet



Sir:

Greetings from the Internal Audit Service (IAS)!

We are pleased to submit the attached Accomplishment Report of our office for the period January to December 2019.

Thank you very much Sir and God Bless!

Very truly yours,

VIOLETA B. BOLINTO
Head, Internal Audit Service



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ANNUAL REPORT
 for the year 2019

I. Conduct internal audits to various sectors/divisions/colleges/departments/units/offices of the university.

Activity	Remarks
<p>A. Completed the following internal audits relative to the operational plan:</p> <ol style="list-style-type: none"> 1. Compliance and Process Audit on Continuing Professional Education Services (COPES) at the HRDO and HRDC, (IAR No. 2019-02, March 28, 2019). 2. Compliance and Process Audit on HRDO Processes: Learning and Development Services (LEADS), 4G (Galing, Gandang-Loob, Gawa at Gawad), Employees Psychological Testing (EPT) and other services, (IAR No. 2019-03, April 24, 2019). 3. Management and Compliance Audit on the College of Veterinary Medicine (CVM) Processes, (IAR No. 2019-05, June 28, 2019). 4. Settlement through installment payment of disallowances with COA Order of Execution, (IAR No. 2019-06, July 02, 2019). 5. Compliance and Process Audit at the University Business Affairs (UBA) on the Lot and Space Rentals of some tenants as of September 16, 2019, (IAR No. 2019-09, December 27, 2019). 	<p>The University President issued various memoranda for the implementation of the recommendations.</p>
<p>B. On-going</p> <ol style="list-style-type: none"> 1. Compliance and Management Audit on the processes of the Human Resource Management Office (HRMO) and 2. Results of the Internal Control Questionnaire conducted at the HRMO. 	

II. Follow-up on the implementation of the Internal Audit recommendations

Activity	Remarks
<p>Monitored and followed-up the implementation of the Internal Audit recommendations for the years 2017 and 2018, (IAR No. 2019-07, August 30, 2019).</p>	<p>Management advised IAS to draft memo on non-implementation of audit recommendations and include proposed catch-up plan.</p>

III. Monitor the implementation of the COA recommendations

Activity	Remarks
<ol style="list-style-type: none"> 1. Helped in the preparation of the management action and monitored the implementation of BSU on the COA Results of Evaluation for CY 2018, (IAR No. 2019-01, January 21, 2019). 3. Gathered the University's action plan and/or actions to be undertaken by the concerned offices to the audit observations and recommendations in the COA Annual Audit Report 2018, (IAR No.2019-04, June 21, 2019). 4. Monitored and followed-up the implementation of BSU on the COA Results of Evaluation, (IAR No. 2019-08, September 27, 2019). 	<p>Submitted to the Office of the University President for his information and guidance.</p>

IV. Other Accomplishments of the Internal Audit Service (IAS)

Activities	Remarks
<ol style="list-style-type: none"> 1. Prepared, submitted and monitored Management Comment/s on various Audit Observation Memorandum (AOM). 	<p>Received by COA on various dates from January 31, 2019 to November 28, 2019</p>

<p>2. Prepared the following communications signed by the President:</p> <ul style="list-style-type: none"> a. Memo to thirty seven (37) employees for the settlement of Notices of Disallowance (NDs) and for the compliance of Credit Notices (CNs) b. Updates on actions taken re: Internal Audit Report (IAR) Nos. 2018-01 to 14 issued on various dates from January to December 2018. c. Unnumbered Memo dated July 2, 2019 re: Settlement installment payment of disallowance with COE. d. Office Memo No. 101, s. 2019 re: Implementation of IAS recommendations as per IAR No. 2019-05 dated June 29, 2019. e. Letter to Mr. Bryan C. Bangnan re: AOM regarding the University's drugs and medicines. f. Office Memo No. 138, s. 2019 dated September 11, 2019 re: Follow-up of the implementation of the University commitments in the AAPSI of the 2018 COA AAR. g. Request letter to COA for lifting of suspension of vouchers covered by an Appeal Memorandum dated September 26, 2019. h. Letter to Atty. Eden T. Rafanan, COA Regional Director re:AAPSI 2018 as of Sept. 27, 2019. 	<p>Received by the Records Office and were released to the persons responsible/ liable and to the COA on various dates from January 8, 2019 to November 27, 2019.</p>
<p>3. Preparation of other communications:</p> <ul style="list-style-type: none"> a. Letter to HRMO SAO re: Update on the duties and responsibilities of IAS Personnel dated July 10, 2019 b. Letter to the University President re: Publication on anticipated vacancies 30 days prior to retirement, resignation or transfer dated August 27, 2019 	<p>Received by the Records Office and released to the HRMO and to the Office of the President</p>
<p>c. Letter to VP-UBA dated September 18, 2019 re: Request for copies of MOAs of 40 occupants with unpaid rentals as of September 16, 2019</p>	<p>Released to the UBA</p>
<p>d. Letter to HRMO SAO dated September 23, 2019 re: Accomplishment of Internal Control Questionnaire</p>	<p>Released to the HRMO</p>
<p>e. Response to letter of Atty. R. Basco requesting documents for ND 19-017-07 (17)/ AOM 19-007</p>	<p>Released to the Legal Office</p>
<p>4. Preparation of required reports for ISO:</p> <ul style="list-style-type: none"> a. Updated the IAS QMS on Functional & Operational Objectives, KPIs, Targets and Programs; Risk Assessment Table; Knowledge Management Matrix; and the master list of internally generated documents. b. Reports on KPI on September 2, 2019 and on the Summary of Client Satisfaction and Feedback on August 22, 2019. 	<p>Document Control Form was submitted to OQAA and was approved effective January 14, 2019 and July 30, 2019</p>
<p>5. Preparation of the Operational Plan 2019; DPCR/ IPCR Commitment for January-June 2019; DRCR/ IPCR Rated for July-December 2018 and LEAD Activities from January-December 2018</p>	<p>Submitted to HRDO on January 7 & 8, 2019</p>
<p>6. Preparation of the IAS Annual Report for the year 2018</p>	<p>Submitted to OP - January 10, 2019 and UPAO - January 31, 2019</p>
<p>7. Preparation of the IAS PPMP 2020</p>	<p>Budget Office - February 14, 2019</p>
<p>8. Receiving, releasing, filing of BSU issuances, communications and reports</p>	
<p>9. Submitted to UPAO, Freedom of Information (FOI) Registry Report for 1st and 2nd Quarter Report on July 2, 2019.</p>	<p>Acknowledged by UPAO through e-mail</p>
<p>10. Distributed IAS Client Satisfaction and Feedback Forms to auditees/ clients.</p>	<p>Most of the clients agreed that the audit will add value and improved the operations.</p>
<p>11. Attended to requests of/provided assistance to the University clients (students, faculty, staff and guests).</p>	<p>Clients were promptly attended to as per OQAA client satisfaction & feedback form</p>
<p>10. Attendance/ participation to University Activities</p> <p>The IAS Personnel actively attended and participated the Charter Day Celebration on January 30, 2019 and the 103rd BSU Foundation Celebration and 119th Philippine Civil Service month from September 16-27, 2019.</p>	

V. Learning & Development (LEAD) activities attended:

The IAS Personnel attended a total of twenty four (24) Learning and Development (LEAD) Activities: Fourteen (14) local; three (3) regional and seven (7) national sponsored activities.

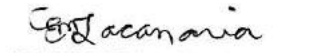
Prepared and submitted by the Internal Audit Team, January 30, 2019:

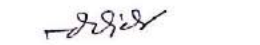

MANDY K. CATALINO
Internal Auditor III

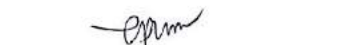

VIOLETA B. BOLINTO
Internal Auditor IV

In-charge, preparation of IAS Accomplishment Reports

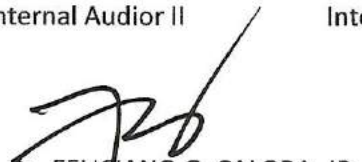
Head, Internal Audit Service


ERLI ROSE M. LACANARIA
Internal Auditor II


ANGELINE D. ALICDA
Internal Auditor II


ELVIE P. ALTATIS
Internal Auditing Assistant

NOTED:


FELICIANO G. CALORA, JR.
University President