



Republic of the Philippines
PROVINCE OF ORIENTAL MINDORO

OFFICE OF THE PROVINCIAL GOVERNOR
Internal Audit Services Division
Provincial Capitol Complex, Barangay Camilmil, Calapan City 5200
Tel. No. 288-1765

CERTIFICATION of COMPLIANCE

Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor

I, **ALFONSO V. UMALI, JR.**, Filipino, of legal age, **Governor** of the **Province of Oriental Mindoro** being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following facts:

- 1) The **Internal Audit Services Division - Office of the Governor** has no frontline services, thus, an equivalent Citizen's Charter or Service Charter has been Established that enumerates the following:
 - a. Vision and mission of the agency
 - b. Internal services offered
 - c. Step-by-step procedure in availing of the services
 - d. Employee responsible for each step
 - e. Time needed to complete the procedure
 - f. Required documents
- 2) The Service Charter is posted as information billboard.
- 3) The Service Charter is positioned at the entrance or at the most conspicuous place of the delivery unit that delivers the services.

The certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS HEREOF, I have hereunto set my hand this 27 of June 2017 in Calapan City, Oriental Mindoro, Philippines.

ALFONSO V. UMALI, JR.
Governor
Province of Oriental Mindoro

SUBSCRIBED AND SWORN to before me this ____ of June 2017 in Calapan City, Oriental Mindoro, Philippines, with affiant exhibiting to me his/her _____ issued on _____ at _____.

Doc. No. ____
Page No. ____
Book No. ____
Series of ____

Vision

By 2020, Oriental Mindoro would have attained inclusive growth and achieved the highest aspirations of all Mindoreños as a food base exporting high value agri-products, as an agri-eco-tourism destination of choice and a conducive environment for investments.

Mission

To ensure efficient and effectively-maintained operational processes/systems in the PGOOrM thru continuous conduct of impartial/objective internal audits.

Internal Services Offered

Provision of internal audit offered to ensure efficient and effectively-maintained operational processes/systems in the Provincial Government of Oriental Mindoro (PGOrM).

STEPS	REQUIREMENTS	PROCESSING TIME	SERVICE PROVIDER
<p>1. Preparation of Annual Audit Plan</p> <p>a. Prepare priority potential audit areas</p> <p>b. Validate previous audit follow-up report, if any</p>	<p>Baseline assessment report</p> <p>Report of non-implementation/inadequate implementation of corrective/preventive action.</p>	<p>Within one(1) month prior to ensuing year</p> <p>Within one(1) week</p>	<p><i>Janey V. Galvez</i> IA-IV/IASD Head</p>
<p>2. Audit Engagement Planning</p>	<p>a. Manual of operations, policies & guidelines, other criteria</p> <p>b. Audit objective, scope and criteria</p> <p>c. Resources required for the audit and target milestone/dates</p> <p>d. Performance indicators(PIs) of the audit engagement</p>	<p>As per audit plan & program</p>	<p><i>Janey V. Galvez</i> IA-IV/IASD Head</p> <p><i>Marlon Kenneth A. Agena</i> IA-III</p> <p><i>Gary Martin P. Sison</i> IA-II</p> <p><i>Helen A. Castillo</i> IA-I</p>
<p>3. Audit Execution</p> <p>a. Entry conference</p> <p>b. Conduct of compliance audit</p> <p>c. Operations & management audit</p> <p>d. Exit conference</p>	<p>a. Review of pertinent documents</p> <p>b. Interview notes</p> <p>c. Observation of activities</p> <p>d. Root cause analysis</p>	<p>As per audit plan & program</p>	<p><i>Janey V. Galvez</i> IA-IV/IASD Head</p> <p><i>Marlon Kenneth A. Agena</i> IA-III</p> <p><i>Gary Martin P. Sison</i> IA-II</p> <p><i>Helen A. Castillo</i> IA-I</p>
<p>4. Audit reporting</p> <p>a. Develop audit findings using 4Cs (criteria, condition, conclusion & cause)</p> <p>b. Develop audit recommendations</p>	<p>a. Obtained verified verbal and written evidences</p> <p>b. 1. Potential audit comments 2. Audit responses to audit findings</p>	<p>As per required timeline</p>	<p><i>Janey V. Galvez</i> IA-IV/IASD Head</p> <p><i>Marlon Kenneth A. Agena</i> IA-III</p> <p><i>Gary Martin P. Sison</i> IA-II</p> <p><i>Helen A. Castillo</i> IA-I</p>

<ul style="list-style-type: none"> c. Prepare the draft audit report d. Prepare the final audit report 	<ul style="list-style-type: none"> c. Initial findings, management's comments and team's rejoinder d. Integrated detailed audit findings, management's comments and team's rejoinder and recommendations 		
<p>5. Follow-up</p> <ul style="list-style-type: none"> a. Monitor implementation of approved findings & recommendation b. Resolve non-implementation/ inadequate implementation of audit recommendation c. Prepare audit follow-up report 	<ul style="list-style-type: none"> a. Corrective/preventive action plan submitted by the auditee b. Summary of approved recommendations implemented c. Progress monitoring report 	<p>As per agreed timeline between the auditor & auditee</p>	<p><i>Janey V. Galvez</i> IA-IV/IASD Head</p> <p><i>Marlon Kenneth A. Agena</i> IA-III</p> <p><i>Gary Martin P. Sison</i> IA-II</p> <p><i>Helen A. Castillo</i> IA-I</p>