

Internal Audit Services



1. Walk-in Consultation for Provision on Technical Assistance on Internal Audit-related Matters

Internal Audit Services Division (IASD) renders Walk-in Consultation services to address the needs of the client while implementing safety protocols, providing them an accurate information regarding the operations, functions and importance of IASD, thus, allowing the client to fully-understand it's mandate, vision and mission.

Office or Division:	Internal Audit Services Division (IASD)			
Classification:	Simple			
Type of Transaction:	G2G, G2B and G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Visitor's Log		Public Assistance Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log-in to Visitor's Log provided	1.1. Provide the Visitor's Log to the client	None	5 minutes	Administrative Assistant II GO-IASD
2. Proceed to the designated area for consultation	2.1. Guide the client to the designated area for consultation	None	5 minutes	Administrative Assistant II GO-IASD
3. Consultation proper	3.1. Address inquiries related to Internal Audit matters using government-issued guidelines	None	2 hours	Internal Auditor IV- IASD Head GO-IASD Internal Auditor III GO-IASD Internal Auditor II GO-IASD Internal Auditor I GO-IASD
	Total	None	2 hours, 10 minutes	

2. Provision on Technical Assistance on Internal Audit-related Matters through E-mail

Internal Audit Services Division (IASD) renders E-consultation services to ensure public safety, avoiding the threat of CoVID-19, while addressing the needs of the client through e-mail , providing them an accurate information regarding the operations, functions and importance of IASD, thus, allowing to fully-understand it's mandate, vision and mission.

Office or Division:	Internal Audit Services Division (IASD)			
Classification:	Simple			
Type of Transaction:	G2G, G2B and G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an e-mail to the official e-mail address of IASD to request for consultation services : ias.division@yahoo.com	1.1. Read the e-mail sent by the client 1.2. Coordinate with the head of IASD regarding the e-mail received requesting for consultation services 1.3. The head of IASD shall assign an Internal Auditor to provide response on the requesting client 1.4. The assigned Internal Auditor shall review the	None	2 hours	Internal Auditor IV-IASD Head GO-IASD Internal Auditor III GO-IASD Internal Auditor II GO-IASD Internal Auditor I GO-IASD Administrative Assistant II GO-IASD

	inquiry e-mail sent by the requesting client to provide an accurate response for review and approval of the IASD head			
2. Receive the reviewed/approved response from the IASD regarding the request for consultation	2.1. Send the reviewed/approved response to the requesting client	None	8 hours	Administrative Assistant II GO-IASD