



Reference No. 2024-241
November 15, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED DIVISIONS/SECTIONS/UNITS

SUBJECT : DOCUMENTARY REQUIREMENTS OF DA-IAS FOR THE CONDUCT OF MANAGEMENT AND COMPLIANCE AUDIT ON DA-BAR

In view of the upcoming management and compliance audit of DA-IAS to our bureau, all concerned divisions/units are instructed to submit the necessary documents as enumerated in the attached list **on or before November 20, 2024**. Please see attached document from DA-IAS for your reference.

Kindly submit all documents to our compliance officer, Ms. Jennifer T. Alianza

For the guidance and compliance of all concerned.


JUNEL B. SORIANO, PhD
Director

Cc: HRMU, Accounting Unit, PDD



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

14 November, 2024

AUDIT NOTIFICATION MEMORANDUM
DA-IAS No. 2024-11-21

TO : JUNEL B. SORIANO, Ph.D.
Director, Bureau of Agricultural Research

FROM : DIRECTOR, INTERNAL AUDIT SERVICE

SUBJECT : CONDUCT OF MANAGEMENT AND COMPLIANCE AUDIT
ON THE DEPARTMENT OF AGRICULTURE - BUREAU OF
AGRICULTURAL RESEARCH (DA-BAR)

Pursuant to the attached Special Order No.1281, Series of 2024, the Department of Agriculture - Internal Audit Service, Management Audit Division (DA-IAS, MAD) will conduct Management and Compliance Audit on the Department of Agriculture - Bureau of Agricultural Research (DA-BAR).

In view thereof, may we request for assistance and cooperation be extended to the DA-IAS MAD assigned audit teams to ensure the successful conduct of this audit activity.

In addition, DA-IAS would like to request submission of certified true copies of documents as enumerated in the attached list. Please submit the scanned certified true copies of said documents to this gdrive link: <https://tinyurl.com/BARSubmissions> on or before November 21, 2024 while the physical certified true copies of said documents will be submitted during the Entry Conference, which would be scheduled on a latter date.

For queries or other concerns, your designated staff may coordinate with Mr. John Benedict "JB" Saquing or Ms. Evangeline R. Samsona at telephone nos. (02) 8921-6891 or cisco local no. 2810.

Thank you for your cooperation.


RADM ERNESTO C. ENRIQUEZ (Ret.)
IAS/MAD/JBS


received
15 nov. 2024
9:20 am
OO - CAP

List of Initial Audit Requirements
Audit Area: Personnel, TEV Processing, Grants
Period Covered: CY 2023 - 2024

Administrative (HRMU)	
No.	Particulars (To be submitted by the Auditee as applicable or its equivalent)
1.	DBM Approved Organizational Structure
2.	Existing Organizational Structure/Chart
3.	Mandate and Functions of each Office/Division/Section
4.	CY 2023 Staffing Plan that contains basic information/data on Qualification Standards (QS) of the position; QS of the incumbent; brief description of the position/function; timelines and staffing modifications (e.g. deployment, conversion of positions, reclassifications) based on planned HR needs
5.	CY 2023 Recruitment Plan for Anticipated Vacancies
6.	Narrative Procedure/Process Flow Chart on the Recruitment, Selection, and Promotions
7.	Screening Criteria and Procedures for Recruitment, Selection, and Promotions
8.	Members and Function of Recruitment Team/Promotion Team
9.	Comparative Assessment of Applicants
10.	Summary of Filled-up and Vacant Positions (Regular, Casual, Contractual, Order, Contract of Service, etc.) (Template 1)
11.	Summary of No. of Personnel per Office/Division/Section (Template 2)
12.	Summary of CY 2023 Recruitment Activity (Template 3)
13.	List of Newly-Hired/Promoted Employees for CY 2023 Recruitment Season (Template 4)
14.	List of candidates aspiring for the vacant positions
15.	Applicant Evaluation Form
17.	Attendance Sheet on the interview and written examination of applicants

18.	Proof of Publication of Vacant Positions
19.	Proof of posting appointments
Travel Expense Voucher Processing (Accounting Unit)	
No.	Particulars (To be submitted by the Auditee as applicable or its equivalent)
1	Guidelines/Narrative Procedure/Flow Chart on TEV processing
2.	Summary list of ORS and DVs submitted for CYs 2023 and 2024
3.	Summary list of Approved Travel Orders for CYs 2023 and 2024
4.	Monitoring Status/Report of processed TEVs 2023-2024
Grants	
No.	Particulars (POD) (To be submitted by the Auditee as applicable or its equivalent)
1.	Members of Grant Selection Committee
2.	Criteria and Requirements for Grant Selection
3.	List of Approved Grants for CYs 2023 and 2024
4.	Narrative Procedure/Process flow of Grant Beneficiary Selection

Prepared by:


John Benedict D. Saquing
 Administrative Officer II

Reviewed by:


Josephine M. Montalbo
 Acting Chief - Management Audit Division



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OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474



DA-CO-IAS-SO20240830-00012

SPECIAL ORDER

No. 1281

Series of 2024

SUBJECT: AUTHORITY TO CONDUCT MANAGEMENT AND COMPLIANCE AUDIT ON DEPARTMENT OF AGRICULTURE - BUREAU OF AGRICULTURAL RESEARCH


In the exigency of service, the Department of Agriculture-Internal Audit Service Management Audit Division (DA-IAS MAD) is hereby authorized to conduct Management and Compliance Audit on DA-Bureau of Agricultural Research (BAR).

In view thereof, DA-BAR officers and personnel are hereby directed to extend full assistance and cooperation to DA-IAS MAD to ensure the successful conduct of this audit activity.

All expenses, including travelling expenses, per diems and other incidental expenses, to be incurred in the conduct of this audit activity shall be chargeable against DA-OSEC funds, subject to its availability and the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon completion of the audit activity. All orders, memoranda, and issuance inconsistent herewith are deemed revoked.

Done this 4th day of SEPTEMBER 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary