

SERVICE NAME	Operations Audit			
Description of the Service	A separate evaluation of the input, process, output, and outcome to determine whether government			
OFFICE OR DIVISION	Governor's Office - Internal Audit Division			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may avail	All offices under the Provincial Government of Negros Occidental who have specific projects funded by it			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Assignment Order			Governor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signify availability date for	Set entrance conference date	none	5 working days	Internal Auditors
2. Submit documents needed by	Receive needed documents	none		
3. Attend entrance conference	Conduct entrance conference	none	3 hours	Head of Internal Audit with
4. Provide necessary documents and information	Conduct Audit	none	75 working days from entrance conference	Internal Auditors
	Prepare Audit Observation Report	none	5 working days after Audit	Internal Auditors
5. Signify availability date for exit conference	Set exit conference date with presentation of Findings and Recommendations and	none	5 working days	Internal Auditors
6. Attend exit conference	Conduct exit conference	none	4 hours	Head of Internal Audit with
	Prepare Internal Audit Report (IAR)	none	15 working days from exit conference	Internal Auditors
7. Answer checklist and provide supporting documents to prove compliance of agreed actions	Conduct Audit Follow-up	none	within 3 months from submission of IAR	Internal Auditors

	Prepare Internal Audit Follow-up Report (IAFR)	none	5 working days after Audit Follow-up	Internal Auditors
8. Provide documents requested to prove continuous compliance to agreed actions	Conduct Spot Audit Monitoring	none	anytime after submission of IAFR	Internal Auditors
TOTAL:				

SERVICE NAME	Management Audit
Description of the Service	A separate evaluation of the effectiveness of internal controls adapted in the operating and support services units/systems to determine whether they achieve the control objectives over a period of time or a specific date.
OFFICE OR DIVISION	Governor's Office - Internal Audit Division
Classification	Highly Technical
Type of Transaction	G2G
Who may avail	All offices under the Provincial Government of Negros Occidental who have specific projects funded by it
OF REQUIREMENTS	WHERE TO SECURE
Assignment Order	Governor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signify	Set entrance conference date	none	5 working days	Internal Auditors
2. Submit	Receive needed documents	none		
3. Attend entrance conference	Conduct entrance conference	none	3 hours	Head of
4. Provide	Conduct Audit	none	75	Internal Auditors
	Prepare Audit Observation Report	none	5 working	Internal Auditors

5. Signify	Set exit	none	5 working days	Internal Auditors
6. Attend exit conference	Conduct exit conference	none	4 hours	Head of
	Prepare Internal Audit Report (IAR)	none	15	Internal Auditors
7. Answer	Conduct Audit Follow-up	none	within 3	Internal Auditors
	Prepare	none	5 working	Internal Auditors
8. Provide	Conduct	none	anytime	Internal Auditors
TOTAL:				