



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, 1106 Quezon City  
☎ (632) 8-929-6626 to 29; 8-929-6252; 8-929-6633 to 35; 8-929-7041 to 43  
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

## MEMORANDUM

**FOR** : **REGIONAL EXECUTIVE DIRECTORS**  
*Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12*  
*NCR, CAR and CARAGA*

**ATTENTION** : **REGIONAL INTERNAL AUDIT FOCAL PERSONS**

**FROM** : Director, Internal Audit Service

**SUBJECT** : **UPDATES AND DIRECTIVES ON IAS MATTERS**

**DATE** : **DEC 16 2020**

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This has reference to the financial allocation for the targeted activities of the Regional Internal Audit Focal Persons (RIAFPs), and the submission of reports or documents per Special Order No. 2020-87 dated 03 March 2020 issued by Secretary Roy A. Cimatu.

Pursuant to the FY 2021 Operational Planning Guidelines, Section 16.2 page 79, please be advised that the Php300,000.00 allotment proposed by the Internal Audit Service (IAS) was approved in order to standardize the allocation for all Regional Offices, as follows:

*“Php 300 thousand shall be set aside to be intended for the maintenance and other operational expenses of the Regional Internal Audit Focal Persons (RIAFPs) under the Office of the Regional Executive Director (RED). RIAFPs shall provide a copy of their respective WFPs culled out from the Regional WFP duly approved by their Regional Executive Directors to the Director of Internal Audit Service.”*

In reference to the assistance of RIAFPs to the audit engagements of the Operations Audit Division (OAD), and the monitoring of accomplishments required under S.O. 2020-87, the following documents are to be submitted by 18 December 2020:

1. **Quarterly Accomplishment Reports of RIAFPs**
2. **FY 2019 Program Review and Analysis (PRA)** – this will be used as basis for the crafting of the Audit Plan on General Audit of Regional Offices, as well as identification of audit areas on future operations audit.

For your information and appropriate action.

**SOPHO B. QUINTANA, Ph.D., CESO III**



Cc: HEA Gavin D. Edjawan

MEMO NO. 2020-670



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*Regions 1, 2, 3, 4A, 4B 5, 6, 7, 8, 9, 10, 11, 12*  
*NCR, CAR and CARAGA*  
**BUREAU DIRECTORS**  
*MGB, EMB, LMB, BMB, ERDB, and FMB*

**ATTENTION** : **INTERNAL AUDIT FOCAL PERSONS**

**FROM** : Director, Internal Audit Service

**SUBJECT** : **CONDUCT OF ORIENTATION ON REMOTE AUDIT**

**DATE** : **DEC 16 2020**

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In reference to the upcoming Orientation on Remote Audit by the Operations Audit Division, Internal Audit Service, please be informed that the procedures were approved by the undersigned on 11 December 2020, and shall be enrolled under the ISO 9001, QMS Manual of Procedures.

However, the conduct of orientation tentatively scheduled on 22 December 2020 will be held on 12 January 2021 due to the requirements of the Human Resources Development Service (HRDS), considering its proximity and the holiday season.

In view thereof, the Orientation on Remote Audit by 12 January 2021 will be through Zoom Meeting, and shall familiarize the Internal Audit Focal Persons and ICT Representatives of Regional Offices and Bureaus on their roles and responsibilities during the conduct of Remote Audit.

Further, please be informed that the Orientation shall be limited to only three IA Focal Persons and one ICT Representative per Office. The attendance of participants is to be confirmed by **18 December 2020** through the registration link <https://bit.ly/3nkTJyc>.

For your information and appropriate action.

  
**SOFIO B. QUINTANA, PhD., CESO II**

*Cc: HEA Gavin D. Edjawan*