



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 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, 13
NCR and CAR

BUREAU DIRECTORS
BMB, EMB, ERDB, FMB, LMB & MGB

FROM : Director, Internal Audit Service

SUBJECT : **UPDATES ON THE COMPOSITION OF REGIONAL AND
BUREAU INTERNAL AUDIT FOCAL TEAMS**

DATE : 16 March 2021

This is in reference with Special Order No. 2020-87 dated 03 March 2020 re *Reconstitution of the Regional and Bureau Internal Audit Focal Teams*.

In view of the recent changes on the composition of Internal Audit Focal Teams in various Offices, it is requested that a Regional/Bureau Special Order be issued incorporating the newly designated focal persons.

However, please be reminded of the qualifications for Internal Audit Focal Team Leader and Members per Memorandum dated 01 July 2019. (copy attached)

Furthermore, we also request that copy of the Regional/Bureau Special Order be provided to this Office whenever there is modification on the focal team's composition, for reference and documentation purposes.

For your appropriate action.


SOFIO B. QUINTANA, PhD., CESO III

MEMO NO. 2021 - 238



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

MEMO NO. 2021 - 238



MAR 03 2020

SPECIAL ORDER
No. 2020- 87

**SUBJECT: RECONSTITUTION OF THE REGIONAL AND BUREAU
INTERNAL AUDIT FOCAL TEAMS**

In the interest of the service and consistent with DAO No. 25 Series of 1993 and the approved Internal Audit Service (IAS) Manual of Procedures, the composition of Internal Audit Focal Teams under Special Order No. 2016-658 is hereby reconstituted as follows:

REGIONAL OFFICE/ BUREAU	NAME
REGIONAL OFFICE	
NCR	1. Myra V. Cordova – Team Leader 2. Mylyn G. Mendoza 3. Ivy Cattleya C. Preclaro
CAR	1. Atty. Aseria C. Turiao – Team Leader 2. Theresa B. Tilcag 3. Evelyn S. Wales
Region 1	1. Jimmy M. Santos, Jr. – Team Leader 2. Marvelyn A. Galangey 3. Lilibeth C. Abalos
Region 2	1. Evelyn C. Contillo – Team Leader 2. Aiza B. Asuncion 3. Diosdado P. Callueng
Region 3	1. Conigunda L. Plurad – Team Leader 2. Atty. Pebbles E. Evasco 3. Abigail M. Maglaqui
Region 4A	1. Cristy M. Balasbas – Team Leader 2. Mamerto S. Madriga, Jr. 3. Dearly C. Balisan
Region 4B	1. Dennis B. Valdez – Team Leader 2. Josie F. Salazar 3. Marilyn P. Antonio
Region 5	1. Atty. Maria Lovella M. Diaz-Castro – Team Leader 2. George A. Abadeza 3. Ma. Arlette S. Manzanades
Region 6	1. Arlene C. Apud – Team Leader 2. Ma. Elena T. Lacrite 3. Sean Carlo Rey V. Lorlega
Region 7	1. Luisito T. Babaran – Team Leader 2. Aida Raquel C. Dumalagan 3. Grecilda P. Pasoc
Region 8	1. Virginia G. Tamayo – Team Leader 2. Frederico C. Briton 3. Roseller E. Cay

REGIONAL OFFICE/ BUREAU	NAME
Region 9	1. Virgil Q. Valdez – Team Leader 2. Elma L. Suano 3. Julius James M. Vela 4. Catherine Mae L. Valdez
Region 10	1. Georgina C. Padilla – Team Leader 2. Mercy C. Pitogo 3. Marivic N. Enguito
Region 11	1. Mary Grace C. Agbisit – Team Leader 2. Feliza Grace Y. Reusora 3. Danilo C. Gonzales
Region 12	1. Saida T. Diamla – Team Leader 2. Sarah Jane R. Macmod 3. Stephanie F. Baute
Region 13	1. Erlin C. Sanchez – Team Leader 2. Annabel B. Salazar 3. Joy C. Orozco
BUREAU	
Biodiversity Management Bureau	1. Winnievir S. Balilia – Team Leader 2. Jessica F. Torno 3. Christie Q. Lales
Environmental Management Bureau	1. Nelly P. Barizo – Team Leader 2. Maria Cristina A. Francisco 3. Leza A. Cuevas
Ecosystems Research and Development Bureau	1. Vivian dP. Abarro – Team Leader 2. Ivy V. Belenia 3. Maria Aurora G. Jimenez
Forest Management Bureau	1. Eugene V. Estrada – Team Leader 2. James Alvic Delmier C. Baloto 3. Diana Angela F. Dupo
Land Management Bureau	1. Enielbert E. Estefanio – Team Leader 2. Melda V. Sagisi 3. Dianna Joiz T. Abucay
Mines and Geosciences Bureau	1. Joven T. Battung – Team Leader 2. Donald M. Ofalsa 3. Ma. Cristina D. Pornillos

The Regional and Bureau Internal Audit Focal Teams (R/BIAFTs) shall perform the following functions:

1. Render assistance to IAS Central Office during the conduct of audit in concerned Regional Offices and Bureaus particularly in providing support in the gathering of data, information, audit criteria and audit evidence needed for the specific audit engagement, and other logistical requirements of the Audit Team.
2. Undertake research and provide inputs to IAS Central Office especially during audit scoping, and conduct of actual audit and follow through.
3. Monitor the status of implementation of audit recommendations stated in the Action Document/s signed by the Secretary and/or authorized official, and issued to concerned Regional Executive Director and Bureau Director.
4. Prepare respective Work and Financial Plan (WFP) duly approved by the Regional Executive or Bureau Director copy furnished the IAS Director to ensure that Regional/Bureau activities are aligned and/or harmonized with those programmed in IAS Central Office. The preparation of WFPs should be in accordance with the approved DENR Operational Planning Guidelines and other directives from higher


authorities. The corresponding Quarterly Accomplishment Reports should likewise be prepared for monitoring purpose.

5. Act as Technical Expert/Resource Person to complement the composite IAS Audit Team in Central Office, as deemed needed in the audit engagement.

The IAS Central Office shall provide guidance and direction to the IAS Focal Teams in the performance of the above-mentioned functions and other related activities.

All Regional Executive Directors and Bureau Directors shall provide funds for the full operation of the IAS Focal Teams as stipulated in the approved DENR Operational Planning Guidelines, and Memorandum of the Undersecretary for Administration, Finance and Legal dated 20 May 2009.

This Order shall take effect immediately and supersedes all Orders and issuances inconsistent herewith.


ROY A. CIMATU
Secretary





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MEMORANDUM

FOR : ALL REGIONAL EXECUTIVE DIRECTORS
ALL BUREAU DIRECTORS

ATTENTION : Regional/Bureau Internal Audit Focal Persons

FROM : DIRECTOR
Internal Audit Service

SUBJECT : UPDATING OF DESIGNATED REGIONAL AND BUREAU
INTERNAL AUDIT FOCAL PERSONS/TEAMS

DATE : JUL 01 2019

The IAS Action Planning Workshop was recently conducted to appraise the Regional/Bureau Internal Audit Focal Persons' (R/BIAFPs) organizational and functional needs and requirements, and performance status. In the consultative discussions, the identified issues and concerns, and actions to be taken to strengthen the FPs include the definite coordinative and/or assistorial functions, as well as the audit engagements to be authorized by the RED and Bureau Directors.

In the workshop, the activities of FPs for the 2nd Semester of CY 2019 and for the coming CY 2020 were discussed to provide more clarity as to its implementation in accordance to the standards and protocols of internal audit. Aside from providing a more specific and clear direction to FPs, the funds allotted for the FPs' work programs will be fully utilized and rationalized as to its purpose (under the Memorandum of former Undersecretary Mary Ann Lucille Sering for Administration, Finance and Legal dated 20 May 2009, and Memorandum of USEC Ernesto Adobo, Jr. dated 07 May 2019).

In this regard, the list of *three (3) Internal Audit Focal Persons* in your offices is requested to be updated and submitted by *05 July 2019*, in the following format:

Name of Internal Audit Focal Person	Position	Office	Telephone No. & E-mail Address
1. (Team Leader)			
2. (Team Member)			
3. (Team Member)			


Inasmuch as we all aim for continual improvement and particularly in IAS by sustaining the activities in which Internal Audit FPs are involved, it is suggested that the present FPs be maintained while considering the following qualifications:

1. Must be permanent employees.
2. Team Leader – preferably with Salary Grade 18 or above.
3. Team Member – each from Technical Services and Management Services who are knowledgeable on financial and/or technical operations of the respective Regional Office/Bureau.

Please be informed further that a Special Order on the Reconstitution of Internal Audit Focal Persons/Teams will be issued stating the roles and/or functions of Internal Audit Focal Persons.

If you should have any clarifications or queries, please contact Mr. John Paul T. Haylo of the Operations Audit Division at telephone no. (02) 926-8067 or VOIP no. 1130.

For your preferential action.


ROLANDO R. CASTRO