



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1100 Quezon City
Tel. Nos. (632) 929-6626 to 29, (632) 929-6252; 929-6620; 929-6633 to 35
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM

FOR : **THE REGIONAL EXECUTIVE DIRECTORS**
DENR-NCR, CAR, Regions 1-13

THE BUREAU DIRECTORS
Environmental Management Bureau
Mines and Geosciences Bureau
Biodiversity Management Bureau
Ecosystems Research and Management Bureau
Forest Management Bureau
Land Management Bureau

ATTENTION : **REGIONAL AND BUREAU INTERNAL AUDIT FOCAL PERSONS (R/BIAFPs)**

FROM : **THE DIRECTOR**
Internal Audit Service

SUBJECT : **INVITATION TO PARTICIPATE IN THE CY 2022 IAS YEAR-END ASSESSMENT CUM SEMINAR AND FORWARD PLANNING**

DATE : **NOV 29 2022**

The Internal Audit Service will be holding its 2022 Year-End Assessment cum Seminar and Forward Planning on 5-7 December 2022 at the Casiana Hotel in Tagaytay City, Province of Cavite, Region IV-A (CALABARZON).

The conduct of the activity generally aims to assess current year's audit execution and compliance to audit recommendations by the auditees (Central Office, Bureaus and Regional Offices), and strategize for future activities of IAS. Specifically, it aims to:

- present and discuss the accomplishments of IAS vis-à-vis audit engagements;
- present the status of compliance of the Regions/Bureaus on the recommendations/measures to address deficiencies per audit findings;
- identify issues and concerns in the execution of management and operations audit;
- conduct forward planning, together with the R/BIAFPs in support to Internal Audit and review of activities and performance indicators per 2023 WFP;
- present and discuss some guidelines and standards governing internal audit; and
- capacitate Focal Persons on internal audit principles/guidelines.

In the light of the foregoing, may we respectfully request the participation of the R/BIAFPs in the said activity.

To ensure the settlement of necessary arrangements and to consider some requirements (administrative, logistical, personal, etc.), specific instructions were prepared to guide the R/BIAFPs, namely:

Particulars	Details
Registration Fee	To be announced based on the identified venue
Day 0 (4 December 2022)	Due to limited time, participants are expected to arrive and register a day prior the actual conduct of the activity. Vehicles will be provided to convey the participants from the DENR Central Office to Tagaytay City, and vice versa.
DENR Central Office Hostel Reservation	For those who will need to stay in the DENR Central Office Hostel before and after the conduct of the activity
Food Restrictions	To properly address the needs of the participants in terms of food provision, kindly accomplish the necessary survey.
FB Messenger Group Chat 'IAS Focal Teams'	The existing GC will be utilized for related announcements.

NOTE: A survey for the transportation and hostel reservation as well as on food restriction/s will be administered through Google Forms/email.

Please see the Program of Activities for information and reference.

For coordination, confirmation, questions, and further clarifications, the R/BIAFPs may closely coordinate with the following IAS personnel:

Internal Audit Focal Persons	Contact Office	Contact Details
Regional	LAURENCE D. PAPINA Operations Audit Division	(02)8926-8067 ias_oad@denr.gov.ph
Bureau	CJ T. SAVELLA Management Audit Division	(02)8926-6576 ias.mad@denr.gov.ph

VICENTE B. TUDDAO JR., Ph.D., CESO IV