



Republic of the Philippines  
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**MEMORANDUM**

**FOR/TO :** All Regional Executive Directors  
All Bureau Directors

**ATTENTION :** All Internal Audit Focal Persons

**FROM :** The OIC Director  
Internal Audit Service

**SUBJECT :** METADATA TO BE USED FOR USER ACCOUNT IN THE  
INTERNAL AUDIT INTEGRATED INFORMATION  
AND MANAGEMENT SYSTEM

**DATE :** JUN 09 2023

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This refers to the full operation of Internal Audit Integrated Information System (IA-IIMS) for the digitization of Internal Audit process and operation. The System operation is being spearheaded by the Internal Audit Service (IAS) through the technical assistance of the Knowledge Information Systems and Service (KISS).

In view of this, all Internal Audit Focal Persons are hereby requested to submit metadata for the creation of IA-IIMS user account, containing information e.g. Last Name, First Name, Middle Name, Office, Region/Bureaus, Gender and E-mail Address to the link <https://forms.gle/xXSxbUE2UrZA62Vr9>

For appropriate action, please.

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