



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

FEB 01 1994

SPECIAL ORDER

No. III
Series of 1994

**SUBJECT: Directing the Internal Audit Service (IAS)
to conduct Operations Audit in the General
Services Division (GSD)**

In the interest of the service and in consonance with the mandated responsibility of the Internal Audit Service (IAS) in strengthening internal control systems in the DENR operations pursuant to Administrative Order No. 278, dated 28 April 1993 and DENR Administrative Order No. 24, dated 27 April 1993, the Internal Audit Service (IAS) is hereby directed to conduct Operations Audit in the General Services Division (GSD).


The audit shall cover the ¹⁹⁹²⁻1993 operations of the General Services (GSD) in the areas of (a) Property Management: procurement systems, receipts, issuances and storage of supplies and materials; (b) motorpool operations: repair and maintenance of motor vehicles; and (c) buildings and ground maintenance.

The objectives of the audit, among others, are as follows:

1. to determine the effectiveness and efficiency in property management, building and ground facilities and conduct of production and/or delivery of goods and services to clientele and/or end-users;
2. to determine whether cost of maintaining motor vehicles, particularly expenditures relating to repairs and servicing, spare parts and gasoline and oil and in the operation of the motorpool are necessary and economical;
3. to come up with alternative recommendations on how to improve further the systems and procedures.

The Service in the discharge of its functions shall have the authority to have access and examine all records, books, vouchers, and files of the GSD and/or the agency.

This Order shall take effect immediately and shall submit report within sixty (60) days from the date of this Order.


RAMON J.P. PAJE
Assistant Secretary for
Management Services

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