

**Administrative Order  
No. 25  
April 27, 1993**

**SUBJECT : Placing the Staff Bureau and Regional Internal Audit Offices under the Functional Supervision of the Internal Audit Service, Department Proper.**

In accordance with Administrative Order No. 278 of the Office of the President dated 28 April 1992 and DENR Administrative Order No. 24, S. 1992 promulgating the organization and implementation of the Internal Audit Service, it is hereby directed that the Staff Bureau and Regional Internal Audit Offices be placed under the supervision of the following officials/offices:

**ADMINISTRATIVE SUPERVISION**

1. Bureau Internal Audit Division - Bureau Director
2. Regional Internal Audit Division - Regional Executive Director

The **functional supervision**, on the other hand, shall be placed under the Internal Audit Service (IAS) of the Department Proper.

The IAS shall therefore coordinate and monitor the following functions of the staff bureau and regional offices internal audit personnel:

1. Conduct cash examination of the following accountable officers:
  - a. Cashier
  - b. Collecting Officer
  - c. Disbursing Officer
2. Review the reliability and integrity of financial and operational information and the means to identify, measure, classify and report such information.
3. Review the systems established to ensure compliance with government policies, plans, procedures, laws and regulations which have impact on operations.

4. Review the means of safeguarding assets and, when appropriate, verify their existence.
5. Appraise the economy and efficiency with which resources are utilized including the soundness and adequacy of internal control measures.
6. Review the operations or programs to ascertain whether results are consistent with established objectives and goals, and whether such programs are being carried out as planned.
7. Appraise the quality of performance of organizational units or individual employees.
8. Prepare and submit Financial, Administrative and Operational Audit Reports to the Internal Audit Service, copy furnished the concerned officials.
9. Coordinate with the IAS personnel assigned to undertake audit activities in the bureau and field offices.

It is further directed that the Staff Bureau and Regional Internal Audit Offices shall not be responsible for or be required to perform the following assignments or functions of routinary operations:

1. Pre-audit of vouchers and counter-signature of checks.
2. Inspection of deliveries (the Internal Audit Staff may, as part of his examination, observe inspection).
3. Preparation of treasury and bank reconciliation statements.
4. Development and installation of systems and procedures. The internal audit staff may, however, render assistance by giving recommendations and suggestions.
5. Conduct of physical inventories. The internal audit staff may review the plans in advance, and observe and test check the accuracy of counting, costing and summarizing.
6. Maintain property records.

7. All other activities of routine operating character.

As the need arises, the Staff Bureau and Regional Directors are hereby authorized to increase the number of internal audit personnel through redeployment.

This Order shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval**

**MANUEL E. GONZALES, JR.**  
Assistant Secretary  
for Management Services