
	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	AUDIT OBSERVATION FORM	Effectivity Date	
		Revision Level	
	Document Code		

**CORPORATE PLANNING DEPARTMENT**

Clause	Observation	Category			Audit Evidence	Remarks
		C	OFI	NC		
7.5.3.1	Documents requested were available but some elements needs to be considered.		✓		Balanced Scorecard for 2020 Work Instruction Risk Monitoring & Review	Work Instructions needs to be revisited and updated. Work Instructions need to be aligned, anchored and harmonized with the Department's fundamental purpose in the organization, thus Work Instructions may need to be augmented. There is a need to indicate timeline for each tasks in the Work Instructions.
6.3	A gap is observed in the Work Instruction for Strategic and Operation Planning		✓		Work Instruction	<b><i>COPD.WI.04: Strategic and Operation Planning</i></b>  The result of the Strategic/Operations Planning is presented to the Management for review. This is then submitted to the governing board and GCG for approval. There may be proposed revisions either from the Board or GCG that will require contingency planning. An update of the work instruction maybe needed to consider an additional decision box to link WI.4 and WI.5.
7.5.3 9.1	The feedback mechanism for internal clients is being drafted but not available during the time of audit.		✓		Interview	In progress

	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	AUDIT OBSERVATION FORM	Effectivity Date	
		Revision Level	
	Document Code		

### CORPORATE PLANNING DEPARTMENT

Clause	Observation	Category			Audit Evidence	Remarks
		C	OFI	NC		
9.1.3	In progress is the initiative in the monitoring and evaluation to integrate Corrective Action Page into the AMET System	✓			Corrective Action Page Form	Positive finding

Prepared by:

IRENE R. TUMAOB

DENNIS P. NAPERI

Conformé:

FRANCIS RANDY J. HORTELANO  
Manager  
Corporate Planning Department