



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR :** Francis Randy J. Hortelano  
Manager, Corporate Planning Department

**FROM :** The Manager  
Internal Audit Department

**DATE :** June 29, 2021

**SUBJECT :** Management Audit of Project Evaluation and Planning Department (PEPD)

The Internal Audit Department will be conducting management audit of Project Evaluation and Planning Department (PEPD) including Corplan processes on infrastructure projects on July 12 to August 26, 2021. The objective of this audit is to:

1. Evaluate the degree of compliance to laws, rules and regulations.
2. Determine the existence and adequacy of internal controls systems in terms of:
  - a. Control Environment
  - b. Risk Assessment
  - c. Control Activities
  - d. Information and Communication
  - e. Monitoring
3. Identify opportunities for improvement.

The said audit will cover transactions from April 2016 to December 2020.

The Audit Team shall be composed of the following:

Antonio Mari Oriondo	- Supervisor
Ma. Victoria Orendia	- Lead Auditor
Denesse Olegario	- Member
Maria Catherine Grace Go	- Member

Before we start, we would like to hold an entry conference with you and your staff on July 12, 2021, at 10:00 A.M, to discuss the audit objectives, schedules and to solicit your inputs.





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We also request that the following documents and all other supporting papers pertaining to it are made available during the audit. Please submit said documents on stated dates:

Documents	Date
1. Updated Organizational Chart	On or before July 6, 2021
2. Updated Work Instructions	
3. Duties and Responsibilities ( for Job Order)	
4. Competency based Job Description (CJD)	
5. Updated Guidelines on Infrastructure Projects	
6. Updated Guidelines for the Selection of Tourism Infrastructure Projects	
7. Checklist of Documentary Requirements for infrastructure projects	
8. Risk Register	
9. Other necessary documents pertaining to infrastructure documents	August 9, 2021

We would also like to request that you and your staff be made available for virtual interviews via MS Teams.

At the end of the audit engagement, we will hold an exit conference to discuss preliminary findings, any significant information, and the next steps to be undertaken. Thereafter, the report will be finalized and submitted to the Audit Committee.

The Internal Audit Department is responsible for examining and evaluating the adequacy and effectiveness of the organization's internal control systems and the quality of performance of its programs and projects.

We trust that you extend to us your utmost cooperation.

  
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