



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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**MEMORANDUM**

FOR : **RICHARD THOMAS F. JOSON**  
Chairperson, Audit Committee

THRU : **CORPORATE SECRETARY**

FROM : The Manager  
Internal Audit Department

SUBJECT : **APPROVAL OF 2021 ANNUAL WORK PLAN**

DATE : 22 December 2020

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Respectfully submitting for approval 2021 Annual Work Plan, as discussed during our online Strategic Planning last 16 December 2020. We have, likewise, attached the Proposed Audit Format governing the actual conduct of scheduled engagements.

Thank you!

  
**LEONARDO M. MENDOZA**

12-23-20



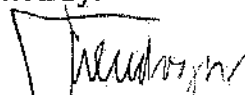
**TIEZAWORKS**

| <b>INTERNAL AUDIT DEPARTMENT</b>      |  |             |
|---------------------------------------|--|-------------|
| <i>Proposed 2021 Annual Work Plan</i> |  |             |
| <b>PERIOD COVERED</b>                 | <b>AUDIT ENGAGEMENT</b>  | <b>TEAM</b> |
| January                               | Monitoring of Status of Previous Findings and Recommendations    | FAD/OAD     |
| February                              | Management Audit of TEZ Assistance & Monitoring Division (TAMD)  | FAD         |
|                                       | Operations Audit of Corporate Planning Department (COPD)         | OAD         |
| March                                 | REPORT WRITING   |             |
| April                                 | Management Audit of Legal Department (LEGD)                      | FAD         |
|                                       | Operations Audit of BAC Secretariat (BACSEC)                     | OAD         |
| May                                   | REPORT WRITING   |             |
| June                                  | Management Audit of BAC-TWG                                      | FAD         |
|                                       | Operations Audit of BAC  | OAD         |
| July                                  | REPORT WRITING   |             |
| August                                | Management Audit of Budget Division                              | FAD         |
|                                       | Operations Audit of Accounting Division                          | OAD         |
| September                             | REPORT WRITING   |             |
| October                               | Management Audit of HRD (CompenBen)                              | FAD         |
| November                              | Operations Audit of the Office of the Corporate Secretary (OCOS) | OAD         |
| December                              | REPORT WRITING   |             |

Prepared by:

  
Karen Keith V. Lontoc

Submitted by:

  
**LEONARDO M. MENDOZA**  
Manager, Internal Audit Department

Approved by:

**RICHARD THOMAS F. JASON**  
Chairperson

**Atty. MAXIMILLIAN A. E. FERNANDEZ**  
Vice-Chairperson

**Usec. ANALIZA R. TEH**  
Member

**Dir. ROY B. MARTIN**  
Member