



co-executive officer

October 14, 2013

TO : DR. MAXIMINO S. UY  
President & CEO

CC : MRS. RACHELLE UY SIM  
AVP for Corporate Operations

RE : OPERATIONS AUDIT MANDATE PER OFFICE OF THE PRESIDENT

Relative to Management directives, listed below are the essential mandatory areas/subjects to be examined, reviewed, inquired and documented that should be emphasized to branch operations personnel during the course of Audit visits;

❖ Cash Handling

- ✓ Auditor to Monitor Countersigning of Official Receipts, Sales Invoices, Refund Slip and other accountable forms by Branch Manager or Officer in charge (OIC)
- ✓ Supervision that all payments should be received only by Cashier or authorized personnel

❖ Accounts Receivable

- ✓ Audit Checking of Taken Notebook
- ✓ Audit daily reconciliation of Accounts Receivable adjacent to actual item.

❖ Branch Presentation

- ✓ Audit Evaluation on Strategically positioning of marketing materials, equipment's, POP's, DTI permits, discounts and/or store promos and the like
- ✓ Cleanliness & Orderliness of all areas

❖ Security Protocols (Audit Supervision)

- ✓ Audit Assessment on the Practice of body frisking and bag checking during meal/CR breaks or leaving the store
- ✓ Use of Tickler (declaration of belongings) prior to time in
- ✓ Update of branch notebooks and records
- ✓ Display alarms & devices
- ✓ Authorized personnel to enter Stock room and Cashier's booth

Endorsed by:

10/14/13  
AV Lipatan/FR Almazan  
Audit Supervisor's

Approved by:

Dr. Maximino S. Uy  
President & CEO