Management Review & Internal Audit Report

Version: DRAFT

Date: \_\_\_\_\_\_\_\_\_\_

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1. Objective

[Describe the objective of the report: to document findings, observations, and recommendations.]

2. Summary of Activities

[List audit/review events covered, including scope and participants.]

3. Key Findings

[Summarise issues identified, good practices observed, and areas for improvement.]

4. Recommendations

[Outline recommended actions and risk treatments.]

5. Follow-up Actions

[Specify responsibility and deadlines for each recommendation.]