AUDIT AREA PROFILE

Audit Project: Internal Audit of Travel and Entertainment Expenses

Branch/Department/Office: Benefits Administration Division

A. List of key personnel of the department:

Department Head: Andrea Hernandez

Section Head	Team Head
Jenelyn Tillaflor	Adam Pacifico
John Allen Alcantara	Shelumiel Beltran
Josef Edgar Narciso	Reyson Guevarra
Reina Marie Cuizon	Mathew Dalisay
Kean James Brul	Maria Kimvherlyn
Joshua San Antonio	Zeus Luis Anareta
Jay Pee Reyes	Mary Rose Sanico
Ivy Joy Salud	Marvin Francisco

B. Approved Plantilla:

Position	Section	Team	No. of Plantilla
Developer	Software Development Division	PHP	4
Project Manager	Project Management Division	PM/APM	2
Developer	Software Development Division	.Net	6
Project Secretariat	Project Management Division	PS	4
QA Specialist	Project Management Division	QA	1
System Analyst	Project Management Division	SA/BA	2

C. Plantilla of Personnel (Warm Bodies):

Name of Incumbent	Position / Section / Team	Designated Position / Section / Team (if applicable)	Specific Function/s being Performed
Anthony Casaul	Software Development Division	Developer	Developing System
Bong Bong Baesa	Software Development Division	Developer	Developing System
Guillermo Dizon	Software Development Division	Developer	Developing System
Alexa Danise Caoile	Software Development Division	Developer	Developing System
Christopher Mancuyas	Software Development Division	Developer	Developing System
Trisha Solinap	Software Development Division	Developer	Developing System
Joanne Junsay	Software Development Division	Developer	Developing System
Ana Maria Donoga	Software Development Division	Developer	Developing System
Vincent Alejandro	Software Development Division	Developer	Developing System
Tonie Rhose Amsic	Software Development Division	Developer	Developing System

D. Pertinent issuances on Investment Properties (e.g., Laws, SSC Resolutions, Circulars, Office Orders, MOP Orders, ITMG Orders, Advisories, etc.):

Issuances	Subject	Date of Issuance
Manual Inspection of Goods Upon Receipt: Inspect goods manually to ensure they meet quality standards when automated inspection systems fail.	"We are already in the process of addressing the gaps identified in our compliance framework."	04/01/2025

E. Specific Systems Used/Databases Maintained for Risk Management:

Specific Systems Used	Brief Description
Galvanize (formerly ACL)	An audit software suite for risk management, compliance, and internal audit functions.
CaseWare IDEA	A data analysis and audit software used to examine financial records.
ACL Analytics	A powerful data analysis tool for auditing financial, operational, and IT data.

Databases Maintained	Brief Description
Pentana Audit	Audit management and workflow automation platform for streamlining audit processes.
Teammate+	A data analysis and audit software used to examine financial records.
AuditBoard	A comprehensive audit management platform designed for internal audit teams.

F. Transaction and Management Reports Submitted by the Department/Section/Team:

Reports	Frequency of Preparation	Submitted To
Monthly Report	Monthly	Section Head

G. Records or Documents Maintained by the Department/Section/Team:

Particulars	Brief Description
Financial Statement Review	Examination of the organization's financial statements for accuracy.
Inventory Count and Valuation	Verification of physical inventory counts and valuation of stock.
Revenue Recognition	Ensuring proper recognition and recording of revenue in accordance with accounting standards.
Asset Valuation	Verifying the accuracy of asset valuations and depreciation methods.

Prepared by:	Date	Certified Correct by:	Date
Ivanna Nicole Fausto ————————————— Signature Over Printed Name QA ————————————— Position		Franz Daryl Duetes ————————————— Signature Over Printed Name GM ————————————— Position	