



ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

- (1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL INTERNAL AUDIT AND CONTROL OFFICE
- (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: Yes No
- (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Pagsuri at Pagproseso ng Financial Document Management Audit Operations Audit	Administrative Order No. 70 (2013) Strengthening of Internal Control Systems of Government Offices, Agencies, Government-Owned and/or Controlled Corporations, Including Financial Institutions, State Universities and Colleges and Local Government Units DBM Budget Circular 2004-4 March 22, 2004	There shall be created, organized and operated in all government agencies an Internal Audit Service (IAS) which shall assist management to achieve efficient and effective fiscal administration and performance of agency affairs and functions	SP Ordinance No. 17 S. 2017	November 17, 2017	Executive Order 17A S. 2017

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

² Cite section number and quote provision identified in the governing law



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>PAGSURI AT PAGPROSESO NG FINANCIAL DOCUMENT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ul style="list-style-type: none"> • OBR • Voucher • Payroll • Supporting Documents 	COA Circular 2012-001 Revised Documentary Requirements for Common Government Transaction RA9184 and its revised IRR ISO documented processes	1. Pagtanggap ng mga dokumento		15 minuto bawat set ng dokumento	Wala
		2. Kaukulang Aksyon		2 oras at 30 minuto bawat set ng dokumento	Wala
		3. Pag-release ng dokumento		15 minuto bawat set ng dokumento	Wala
TOTAL				3 ORAS	WALA

³ Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service