



**PROVINCIAL INTERNAL AUDIT AND CONTROL OFFICE**

**Accomplishment Report**

**APRIL**

**MONTH/PERIOD**

**2021**

**YEAR**

**I. FOCUS AREAS**

<b>PROGRAM/PROJECT/ACTIVITY</b>	<b>PROJECT DESCRIPTION</b>	<b>STATUS/REMARKS/ ACCOMPLISHMENT</b>
<b>I. MANAGEMENT AUDIT</b>		
Evaluation of Management Controls	Evaluation of Management Controls through the review of financial documents to determine whether they achieve control objectives which includes assessing the degree of compliance with laws, regulations, managerial policies, accountability measures, ethical standards and contractual obligations	100% or all of the <b>1655</b> sets of Financial documents received were efficiently reviewed within the prescribed processing time. The Review includes, among others, implementation of controls on the following procedures:  <b>1.</b> PGI-BAC-LL-001 Procurement Control Procedure (Purchasing Process) <i>(6.1, pg5of8)</i> ; <b>2.</b> PGI-PGSO-LL-002 Small Value Procurement Control Procedure (Purchasing Process) <i>(6.1, pg4&amp;5of6)</i> ; <b>3.</b> PGI-PBO-LL-001 - Budget Control Procedures(Processing of OBRs) <i>(6.4, pg8&amp;9of13)</i> ; <b>4.</b> PGI-ACCT-LL-001-Accounting Operations Control Procedure (Disbursement Process & payroll preparation) <i>(6.1/6.2, p3,4,5of13)</i> ;

**II. SUPPORT FUNCTIONS**

<b>PROGRAM/PROJECT/ ACTIVITY</b>	<b>PROJECT DESCRIPTION</b>	<b>STATUS/REMARKS/ ACCOMPLISHMENT</b>
Implementation and/or compliance on Executive agenda/issuances that implement policies, plans, programs and activities	Timely action and/or compliance on all issuances that implement policies, plans, programs and activities	All letters, memorandums, and/or orders were efficiently acted upon and/or complied as directed and/or requested within the prescribed timeframe
Compliance with the requirements of National Government Agencies	Compliance on posting and uploading of all the required documents in the DILG POPS PCMS portal within the prescribed timeframe	100% compliance on posting and uploading of all the required documents in the DILG POPS PCMS portal within the prescribed timeframe
	Updating and Submission of Citizen's Charter and Compliance Report to ARTA in accordance with RA 1103	Assisted in the updating and submission of Citizen's Charter and ARTA Compliance Report
Support in the achievement of a quality, Strengthened positive institutional image for PG-Isabela as an LGU that is compliant with laws, policies and procedures which is distinguished in service delivery	Performance of tasks in connection with the ongoing ISO 9001:2015 Certification	Received, Reviewed and Maintained ISO Records and effectively performed tasks in connection with the ongoing ISO 9001:2015 Certification
	Other tasks as directed and/or required within the prescribed timeframe	Effectively Performed all other tasks as directed and/or required and within the prescribed timeframe

Submitted by:

  
**MARILYN G. LOPEZ**

Provincial Internal Audit and Control Officer