



INTERNAL AUDIT UNIT

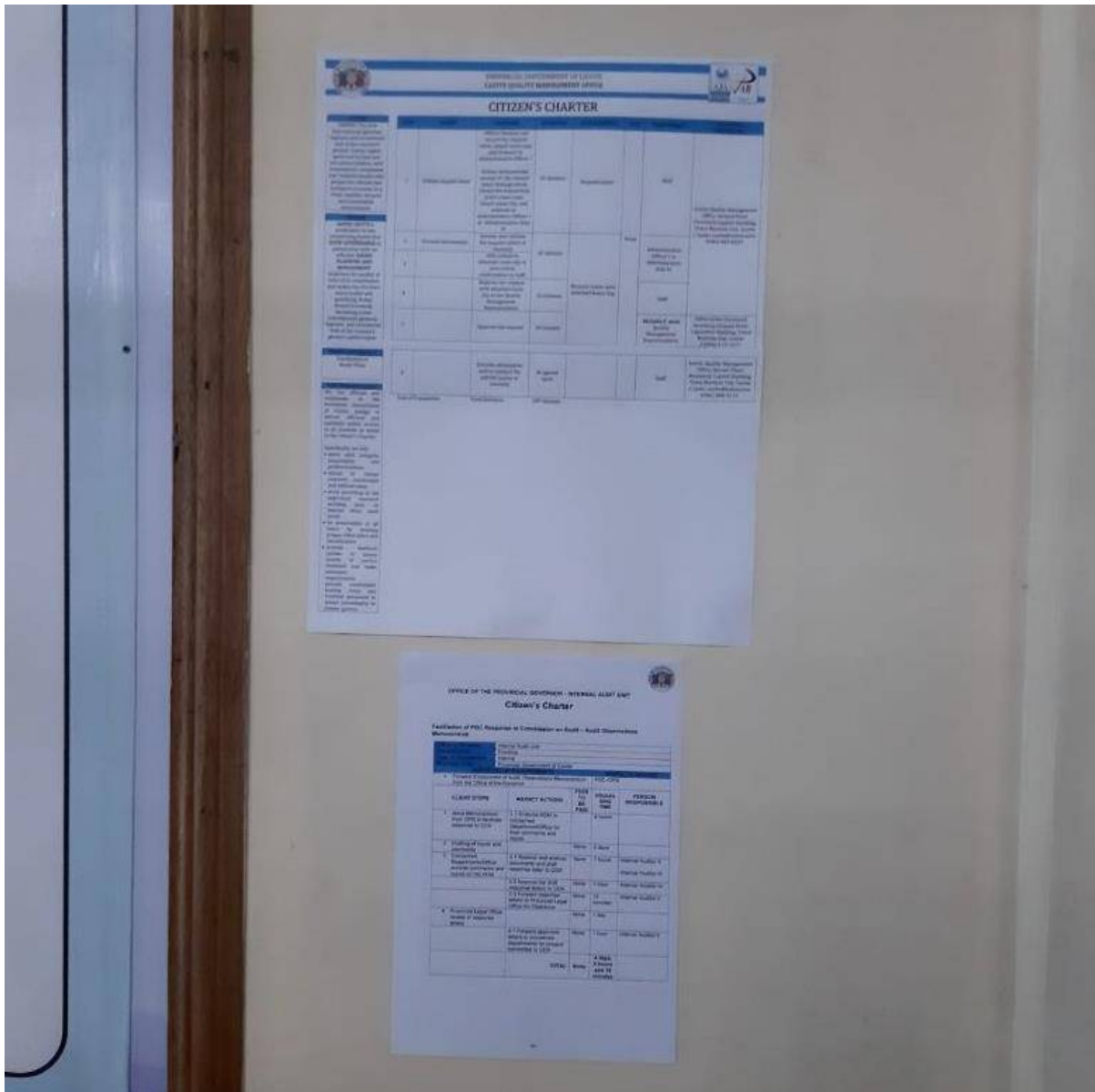


Facilitation of PGC Response to Commission on Audit – Audit Observations Memorandum

Office or Division:	Internal Audit Unit			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Provincial Government of Cavite			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Forward Endorsement of Audit Observations Memorandum from the Office of the Governor 			PGC-OPG	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issue Memorandum from OPG to facilitate response to COA	1.1 Endorse AOM to concerned Department/Office for their comments and inputs.	None	4 hours	Internal Auditor II
2. Drafting of inputs and comments		None	2 days	
3. Concerned Departments/Office provide comments and inputs on the AOM	3.1 Receive and analyze documents and draft response letter to COA	None	7 hours	Niko R. Montenegro April Joy Mojica Internal Auditor II
	3.2 Approve the draft response letters to COA	None	1 hour	Anne Minnette M. Dastas Internal Auditor IV
	3.3 Forward response letters to Provincial Legal Office for Clearance	None	15 minutes	Niko R. Montenegro April Joy Mojica Internal Auditor II
4. Provincial Legal Office review of response letters.		None	1 day	Provincial Legal Office
	4.1 Receive and forward approved letters to concerned departments for onward transmittal to COA	None	1 hour	Niko R. Montenegro April Joy Mojica Internal Auditor II
	TOTAL	None	4 days, 5 hours and 15 minutes	



PROOF OF POSTING



IAU Citizen's Charter posted at the entrance of the IAU Office



COMMUNICATION PLAN

Aside from the Citizen's Charter posted inside the IAU Office, the Charter is planned to be disseminated through its inclusion in the Baseline Assessment of Internal Control System Orientation to be done by the IAU, to be attended by all PGC Offices. The same will also be uploaded in the Official Cavite website for wider reach of clientele.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Office of the Governor – Internal Audit Unit	OPG- Internal Audit Unit 2nd Floor, Cavite Provincial Capitol, San Agustin, Trece Martires City	Telephone: (046) 460-4223 Telefax: N/A Email Address: pgciau@yahoo.com