

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE ELEVENTH
SANGGUNIANG PANLUNGSOD NG ORMOC HELD AT THE HONORABLE
PLACIDO ENECIO HALL, SANGGUNIANG PANLUNGSOD
BUILDING ON SEPTEMBER 16, 2009 IN LIEU OF
SEPTEMBER 17, 2009

CITY MAYOR'S OFFICE
RECEIVED
DATE SEP 1 8

PRESENT:

Hon. Nepomuceno P. Aparis I,	Vice Mayor & Presiding Officer
Hon. Claudio P. Larrazabal,	City Councilor, Floor Leader
Hon. Sotero M. Pepito,	City Councilor, Assist. Floor Leader
Hon. Demosthenes F. Tugonon,	City Councilor
Hon. Ruben R. Capahi,	City Councilor
Hon. Mariano Y. Corro,	City Councilor
Hon. Fe S. Lladoc,	City Councilor
Hon. Filomeno P. Maglasang,	City Councilor
Hon. Rafael C. Omega, Jr.,	City Councilor
Hon. Fernando P. Parrilla,	City Councilor
Hon. Jose C. Alfaro, Jr.,	City Councilor
Hon. Lea Doris C. Villar,	Ex-Officio City Councilor,
	Chapter President, Liga ng mga Barangay ng Ormoc

ABSENT:

Hon. Corinne M. Corro,	(On Leave),	Ex-Officio City Councilor,
		SK Federation President

PREFATORY STATEMENT

The city legislature, being empowered to enact ordinances x x x and appropriate funds for the General Welfare of the City X X X as provided for in Section 16 of the Local Government Code of 1991, shall approve ordinances and pass necessary legislative measures for the efficient and effective city governance. Relative thereto, this august Body has received an indorsement dated August 19, 2009 from the Honorable city Mayor Eric C. Codilla relative to the proposed creation/establishment of an Internal Audit Services (IAS) Division under the Office of the City Mayor with its corresponding positions and respective appropriations thereof indicated. The establishment of Internal Audit Services Division in Ormoc City is based on the mandate of law under the following legal issuances, to wit:

- a) Republic Act 3456 otherwise known as the Internal Auditing Act of 1962, as amended by R.A. 4177
- b) Administrative Ordinance No. 278 dated April 28, 1992
- c) Administrative Order No. 70 dated April 14, 2003
- d) DBM Budget Circular No. 2004-4 dated March 22, 2004

All of the above issuances provides for the necessity of creating the aforementioned office as an integral part of the LGU, stating therein the guidelines and policies of its organization. Along this line, the Internal Audit Services (IAS), once created, shall be responsible for assisting the city government in achieving sound fiscal administration and improve agency performance.

Taking into consideration the financial capability of the city to control and maintain the said office, this sanggunian believes that there is merit to the proposed creation, the purpose of which is geared towards the welfare of the city.

FOREGOING PREMISES CONSIDERED, on motion of the City Councilor Claudio P. Larrazabal, Majority Floor Leader, jointly seconded by City Councilors Rafael C. Omega, Jr. and Ruben R. Capahi; be it

RESOLVED, to enact:

ORDINANCE NO. 157

AN ORDINANCE CREATING THE INTERNAL AUDIT SERVICES (IAS) DIVISION UNDER THE OFFICE OF THE CITY MAYOR TOGETHER WITH THE CORRESPONDING POSITIONS AND APPROPRIATION NECESSARY FOR ITS EFFECTIVE AND EFFICIENT OPERATION.

BE IT ENACTED, by the Eleventh Sangguniang Panlungsod ng Ormoc, That:

SECTION 1. This Ordinance shall be known and cited as "AN ORDINANCE CREATING THE INTERNAL AUDIT SERVICES (IAS) DIVISION UNDER THE OFFICE OF THE CITY MAYOR TOGETHER WITH THE CORRESPONDING POSITIONS AND APPROPRIATION NECESSARY FOR ITS EFFECTIVE AND EFFICIENT OPERATION".

SECTION 2. PURPOSE - This ordinance is enacted to achieve efficient and effective fiscal administration and improve the agency performance.

SECTION 3. There is hereby created the Office of Internal Audit Services (IAS), a division under the Office of the City Mayor together with the corresponding positions that will serve as initial workforce of the office.

SECTION 4. NONENCLATURES OF NEW POSITIONS CREATED. The following are the newly created positions following the establishment of Internal Audit Services (IAS) Office, to wit:

- | | |
|--|-----------|
| 1. Supervising Administrative Officer
(Internal Auditor IV) | - SG - 22 |
| 2. Administrative Officer I
(Internal Auditor 1) | - SG - 11 |
| 3. Administrative Aide III (Clerk I) | - SG - 3 |

SECTION 5. QUALIFICATIONS, DUTIES AND FUNCTIONS:

SUPERVISING ADMINISTRATIVE OFFICER (INTERNAL AUDITOR IV)

Education : Bachelor's Degree relevant to the job.
Eligibility : Career Service (Professional)/Second Level Eligibility
Experience : 3 years of relevant experience
Training : 16 hours of relevant training

Duties and Responsibilities:

1. Under direction, assists in supervising a division tasked with internal audit functions;

2. Reviews internal audit plans;
3. Discusses the internal audit plan with the concerned internal audit staff;
4. Advises staff on need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered;
5. Reviews status report of audit being conducted;
6. Reviews written internal audit reports;
7. Trains new internal auditors;
8. Rates performance of audit staff;
9. Does related work.

ADMINISTRATIVE OFFICER I (INTERNAL AUDITOR I)

Education : Bachelor's Degree
 Eligibility : Career Service (Professional)/Second Level Eligibility
 Experience : None required
 Training : None required

Duties and Responsibilities:

1. Conducts researches to obtain background information on the activities to be audited to determine the impact on the audit, the resources necessary to perform the audit, and possible risks associated with the audit;
2. Discusses research findings with the leader of the auditing team;
3. Performs simple financial and/or operations auditing works;
4. Drafts report on the results of the audit completed;
5. Discusses audit results with auditee/s before the draft of the report is finalized;
6. Makes appropriate recommendation based on the results of the audit;
7. Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation;
8. Does related work.

ADMINISTRATIVE AIDE III (CLERK I)

Education : Completion of 2 years study in college
 Eligibility : Career Service (Sub-Professional)
 Experience : None required
 Training : None required

Duties and Responsibilities:

1. Takes charge of all office files;
2. Records incoming and outgoing communications;
3. Encodes all office communications; and
4. Performs other duties as the supervisor may assign.

SECTION 6. The Internal Audit Services (IAS) Division shall have the following functions:

- a) Appraisal of procedures as to efficiency or adequacy;
- b) Appraisal of personnel efficiency;
- c) Verification and analysis of financial operations data to ascertain if attendant management information systems generate data or reports that are complete, accurate and valid;
- d) Verification of the extent of compliance with accounting procedures;
- e) Prevention and detection of fraud or dishonesty;
- f) Review of cases involving probable misuse or of agency property; and
- g) When requested, performances of miscellaneous services, including special investigations and assistance of outside contracts such as the COA.

The IAS shall report directly to the local chief executive. The determination of effectiveness and adequacy of security and management controls over information systems and databases and their integrity are deemed part of the operations and financial audit.

SECTION 7. The provisions of RA 3456, as amended by RA 4177, AO No. 278, AO No. 70, and DBM Budget Circular No. 2004-4 dated March 22, 2004 are hereby adopted and considered as part of this ordinance.

SECTION 8. The appropriation necessary to carry out and implement the purposes of this ordinance for the current year 2009 shall be taken from the Underestimated Internal Revenue Allotment (IRA) of same year as certified by the City Treasurer and City Budget Officer as available to fund the aforementioned purpose in the amount of TWO HUNDRED TWENTY SEVEN THOUSAND NINETY-NINE PESOS (P227,099.00). For the succeeding years, the office appropriation shall be included in the Annual Budget of the City Government of Ormoc.

SECTION 9. Should any part or provision of this ordinance be held unconstitutional and declared invalid by competent court, other parts or provisions hereof which are not affected thereby shall continue to be in full force and in effect.


SECTION 10. This ordinance shall take effect immediately after it shall have been published once in a newspaper of local circulation and posted in two (2) public and conspicuous places for a period of ten (10) days.

ENACTED, September 16, 2009.


RESOLVED, FURTHER, to furnish copies of this ordinance each to His Honor, the City Mayor; the City Administrator; the City Treasurer; the City Budget Officer; the City Accounting Office; the City Auditor; the Human Resource Management Office; the Civil Service Field Office and others concerned, -all in Ormoc City;

CARRIED UNANIMOUSLY.


I HEREBY CERTIFY to the correctness of the foregoing ordinance.


JOEL S. DUERO
Secretary to the
Sangguniang Panlungsod

ATTESTED:


NEPOMUCENO P. APARIS I
Vice Mayor & Presiding Officer

APPROVED:


ERIC C. CODILLA
City Mayor

SEP 18 2009
(Date)