



**INTERNAL AUDIT SERVICE**  
**January 16, 2019**

**ANNUAL ACCOMPLISHMENT REPORT**  
**FOR CY 2018**

1. Conducted audit on the following to wit:

PARTICULARS	MISSION
Flight Safety Inspectorate Service (FSIS)	Daily Time Records and employees leave credits for the calendar year 2017 (Submission of DTRs, posting of leave applications and tardiness/undertime to employee's leave cards and Verify balance of leave credits earned)
Administrative and Finance Service (AFS)	
Zamboanga Airport	APP Projects for CY 2017, disbursement, procurement, collection and deposits, bank reconciliation, DTR, employees leave credits and other matters
Siargao Airport	Alleged collection of transport system by the Association of Siargao Employee's Multipurpose Cooperative (ASEMCO)
Panglao Airport	Personnel complement
Cauayan Airport	Unexpended Balances, cash count of Petty Cash Custodian, monitor compliance of audit observation memo issued by COA and other matters
Tuguegarao Airport	
Laoag & Vigan Airports	
Plaridel Airport	
Basco Airport	
Romblon Airport	
Siquijor Airport	
Puerto Princesa Airport	
Virac Airport	
Busuanga Airport	
Masbate Airport	
Tagbilaran Airport	
Laguindingan Airport	
Camiguin Airport	
Ozamiz Airport	
Naga Airport	
Bacolod Airport	
Legazpi Airport	
Kalibo Airport	
Roxas Airport	
Iloilo Airport	
Dumaguete Airport	

2. Attended seminars, convention, forum, conference and meetings of the following to wit:

<b>PERIOD COVERED</b>	<b>AGENCY CONDUCTED</b>	<b>TOPIC</b>
Feb. 13 – 15, 2018	Association of Government Internal Auditors, Inc. (AGIA)	Guiding Principles on the Management of Government Funds & Properties
Apr. 18 – 20, 2018		Basic Internal Control Concepts & Internal Auditing Principles & Practices
May 16 – 18, 2018		Effective Audit Report Writing
June 20 – 22, 2018		Strategic Planning for Internal Auditors
June 27 – 29, 2018		The Philippine Bidding Documents
Jul. 24 – 26, 2018		Guiding Principles on the Management of Government Funds & Properties (Laws, Rules & Regulations on Government Expenditures)
Sep. 12 – 14, 2018		Basic Accounting and Internal Control for Non-Accountants
Sep. 26 – 28, 2018		Philippine Government Accounting Standards
Jul. 04 – 06, 2018		Cash Management and its Internal Control System
Jul. 18 – 20, 2018		Government Procurement Reform Act (RA 9184) and its Revised IRR and Updates
Aug. 08 – 10, 2018		Operations and Management Audit
Aug. 08 – 10, 2018		Operations and Management Audit
Sep. 05 – 07, 2018		Internal Control System for Property & Supply Management (Appraisal & Disposal)
Mar. 07 – 09, 2018 & Sep. 12 – 14, 2018		Basic Accounting and Internal Control for Non-Accountants
Oct. 09 – 12, 2018		AGIA Annual National Convention cum Seminar held at the SMX Convention Center, Davao City
Oct. 06 & 13, 2018	Institute of Internal Auditors Philippines (IIA-P)	Assessing Risk, Ensuring Internal Audit Value
Jun. 21 – 22, 2018		1 <sup>st</sup> Regional Forum for Internal Auditors in the Public Sector
May 29 – June 01, 2018	CAAP- Puerto Princesa	Budget Planning of Area IV and Area VII
Jun. 19 – 22, 2018	CAAP - Butuan	Budget Planning of Area X and Area XII
Jul. 10 – 13, 2018	CAAP - Davao	Budget Planning of Area IX and Area XI
	CAAP-Central Office	Presentation of Budget Proposals for CY 2019
		Evaluation of Internal Control System of CAAP with Finance Department Officers
		BAC and CCC meetings
		COA Exit conference on Procurement
Nov. 07, 2018		Conceptualization for the Art-In-A-Box Diorama Contest for ICA Day 2018

	CATC	COA Exit conference on the results of examination of cash and accounts of Petty Cash Custodians
--	------	---

3. Submitted to COA the Agency-Level Controls Checklist (Internal Control Questionnaires)
4. Prepared budget proposal for calendar year 2019
5. Prepared Internal Audit Work Plan for CY 2019.
6. Facilitated the approval of request to write-off the outstanding unliquidated cash advances of 26 former CAAP employees with a total amount of ₱561,766.32.

Prepared by:

**MAY CHIRELLE M. PARENAS**

*Internal Auditor I*

Submitted by:

**AUREA R. GRUEZO**

*Acting Division Chief, Financial Audit Division  
Internal Audit Service*

**MARIA ESTER O. CRUCENA**

*Acting Division Chief, Operations Audit Division  
Internal Audit Service*

Noted by:

**RAUL P. EUSEBIO**

*OIC, Internal Audit Service*