

PAROLE AND PROBATION ADMINISTRATION

Document Code

OTA-PWI-008

AUDIT PROGRAM

Revision Number

003

Page Number

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Effectivity Date

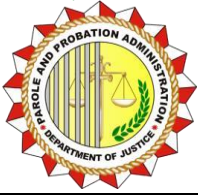
May 25, 2021

1. OBJECTIVES

- Determination of the extent of conformity with the defined criteria
- Evaluation of capability of QMS to ensure compliance to legal requirements
- Evaluation of effectiveness of the QMS to meet its objectives
- Identification of areas for improvement
- Practice audit as part of the application of the training course

2. PROCESS OWNERS AND FREQUENCY

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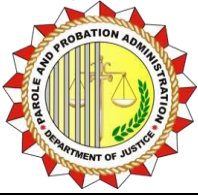
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| | Officer (CEB – LLCPPO, Cebu City PPO No. 1) | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Budget Accounting Cash Management | <ul style="list-style-type: none"> Financial Division Cash Unit | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Internal Audit | <ul style="list-style-type: none"> Internal Audit Team | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Management Review | <ul style="list-style-type: none"> CO- Management/ Administrator/Deputy Administrator Regional Director/Asst. Regional Director Office Chief Probation and Parole Officer (MLA -PPO 3,5, and 6; CEB – LLCPPO, Cebu City PPO No. 1) | | | | | | | | | | | | | | | | |

| 3. AUDITOR COMPETENCE | | AUDITOR RESPONSIBILITIES | |
|---|-------------|---|--|
| 3.1 QUALIFICATION <ul style="list-style-type: none"> TENURE OF SERVICE – plantilla-based personnel EDUCATION – a graduate of bachelor's degree TRAINING – attended the training course on auditing QMS based on ISO 19011 EXPERIENCE – at least 2 years work experience in PPA, familiarity with the PPA processes SKILLS – good oral, auditory, and written skills | | 1. Team Leader <ul style="list-style-type: none"> Leads the team to reach relevant audit conclusions; Manages the audit process from audit planning to audit follow-up; and Prepare and complete audit reports. | |
| 3.2 POOL OF AUDITORS | | 2. Member - | |
| | | 3. Observer <ul style="list-style-type: none"> Establish contacts and timing for interviews Arranges visits to specific parts of the site or organization Ensure rules concerning site safety and security procedures are known and respected by the audit team members Witness the audit on behalf the auditee; and Provide clarification of assisting in collecting information | |
| Name of Auditors | Designation | Functional Audit Area | |
| 1. | | - | |



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4. AUDIT METHODOLOGY

- Checklist
- Interview
- Observation
- Sampling approach
- Verification

5. AUDIT ACTIVITIES

- Planning the audit
- Opening Meeting
- Data gathering
- Reporting
- Closing Meeting
- Follow-up

6. AUDIT EVALUATION AND CONTINUAL IMPROVEMENT

- KPI
- Auditee Feedback
- Development Areas

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| Prepared by: | Approved by: |
| LORNA A. YUMUL Internal Quality Audit Team Leader | MANUEL G. CO Administrator |