

3. Conduct Facilitation on Risk Assessment (RA) and Risk Management Plan (RMP)

RA and RMP are just two of risk management process cycle. This includes the identification, assessment and analysis, mitigation and planning. RM which is part of the key responsibilities of the management and is an integral part of an organizational processes.

The role of Internal Audit Services is to audit the organization in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement.

Office or Division:	Provincial Administrator's Office- IAS Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Provincial Offices of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reply letter from concerned office, relative for the conduct of RA and RMP (1 Original)		From the concerned office subject to audit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Subject office- auditee submit reply letter relative to the conduct of RA and RMP to PADO- IASD	1.1 Receive, log and forward reply letter from concerned office relative to the conduct of RA and RMP		(Under Normal circumstances)	<i>Internal Auditing Assistant</i> PADO-IAS Admin
	1.2 Receive reply letter, set schedule and route to IAS Technical Staff		5 minutes	<i>Internal Auditor IV</i> PADO-IAS Head
	1.3 Inform the concerned office for the scheduled set		30 minutes	<i>Internal Auditor I, II</i> PADO-IAS Technical Staff
	1.4 Discuss preliminaries and schedule of activities		5 minutes	<i>Internal Auditor I, II</i> PADO-IAS Technical Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.5 Conduct Risk Assessment:</p> <ul style="list-style-type: none"> • Risk Identification • Risk Analysis • Risk Evaluation <p>1.6 Conduct Risk Management Planning:</p> <ul style="list-style-type: none"> • Risk Assessment • Risk Treatment • Monitoring and Review <p>1.7 Prepare/revise Risk Assessment & Risk Management Plan reports and submit to IAS Head for correction/s and approval</p> <p>1.8 Evaluate reports</p> <p>1.9 If the reports are okay, the IAS Head will affix signature for approval</p>		<p>(Under Normal circumstances) 4 hours</p> <p>24 hours</p> <p>48 hours</p> <p>1 week</p> <p>3 hours</p>	<p><i>Internal Auditor I, II</i> PADO-IAS Technical Staff</p> <p><i>Internal Auditor I, II</i> PADO-IAS Technical Staff</p> <p><i>Internal Auditor I, II</i> PADO-IAS Technical Staff</p> <p><i>Internal Auditor IV</i> PADO-IAS Head</p> <p><i>Internal Auditor IV</i> PADO-IAS Head</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.10 If the reports have corrections, advise technical staff for revision/s		(Under Normal circumstances) 3 minutes	<i>Internal Auditor IV</i> PADO-IAS Head
	1.11 Reproduce and book bind 2 copies for RA and RMP reports. One (1) copy for the concerned office and one (1) for IAS.		2 hours	<i>Internal Auditing Assistant</i> PADO-IAS Admin
	TOTAL:	None	31 days, 1 hour and 43 minutes	