



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

MEMORANDUM

FOR/TO : **BUREAU DIRECTORS**
BMB, EMB, ERDB, FMB, LMB, and MGB

REGIONAL EXECUTIVE DIRECTORS
Regions 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, 13, NCR and CAR

ATTN : **INTERNAL AUDIT FOCAL TEAMS**

FROM : **THE OIC DIRECTOR**
Internal Audit Service

SUBJECT : **INVITATION TO THE SEMINARS/WEBINARS OFFERED BY
THE ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS,
INC., (AGIA) FOR THE 1st AND 2nd QUARTERS OF CY 2023**

DATE : **MAR 01 2023**

In the interest of the service and as agreed during the *CY 2022 Year-end Assessment cum Seminar and Forward Planning of the Internal Audit Service (IAS)* held on 04-07 December 2022, the Bureau and Regional Internal Audit Focal Persons (B/RIAFPs) may attend training courses/seminars being offered by external learning service providers like the Association of Government Internal Auditors, Inc., (AGIA) in order to capacitate their competencies.

The AGIA is an Accredited Continuing Professional Development (CPD) Provider by the CPD Council for Accountancy issued by the Professional Regulation Commission, Accreditation No. 2009-022. It offers seminars and trainings related to accounting, budgeting, procurement, risk management, disposal, and other related administrative functions.

Thus, we would like to encourage your respective B/RIAFPs to participate in any of the training courses by the AGIA, charged against their respective funds as targeted in their approved Work and Financial Plan for CY 2023.

Interested personnel shall prepare necessary documents as required by their respective offices for the preparation of the Bureau/Regional Special Order.

For registration and more information, attached herewith are the copies of the Invitation Letters received by this Office on 27 February 2023 and 01 March 2023, respectively.

For your information and guidance.

VICENTE B. TUDDAO, JR., Ph.D., CESO IV



ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC.

Unit 402 Merchant Square Condominium, 1386 E. Rodriguez Sr. Avenue cor. Mabolo St.,

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Internal Auditor V
Internal Audit Service
Department of Trade and Industry

27 February 2023

VICENTE B. TUDDAO, JR., Ph.D., CESO IV

OIC Director, Internal Audit Service

DENR Central Office

Visayas Avenue, Diliman, Quezon City

Dear Dir. Tuddao,

Greetings from the Association of Government Internal Auditors!

We are inviting participants from your office to attend our **Trainings/Webinars** for the **1st Quarter of CY 2023**. These are seminars open not only to internal auditors but also to those who perform *accounting, budgeting, procurement, risk management, disposal, and other related administrative functions*.

The seminars are part of AGIA's commitment to assist government officials and employees to become more responsive and effective public servants in line with Memorandum Circular No. 89 dated August 18, 2005, and in compliance with Section 3 of Administrative Order No. 70 series of 2003, both issued by the Office of the President, mandating the AGIA to ensure that all internal audit works in all government agencies be conducted in conformity with the standards of the internal audit profession.

Inclusive Dates	Time	Course Title	No. of Hours	Seminar Fee (On-line)	Seminar Fee (Face to Face) LIVE-OUT
January 11 -13	8am - 5pm	MOBILE TRAINING ON INSTITUTIONALIZATION AND STRENGTHENING OF THE INTERNAL AUDIT FUNCTIONS IN LGUs at Hotel Elizabeth, Baguio City	24	---	6,000.00
January 11 -13	8am - 5pm	MOBILE TRAINING GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES at Hotel Elizabeth, Baguio City	24	---	6,000.00
January 17 -20	8am - 12nn	OPERATIONS AUDIT	16	2,500.00	---
January 18 -20	8am - 5pm	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations for Government Expenditures) (Face to Face)	24		6,000.00
January 23	8am - 5pm	GOOGLE WORKPLACE	8	1,250.00	----
January 23 -27	8am - 12nn	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	20	3,125.00	----
January 25 -27	8am - 5pm	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	3,750.00	----
January 31 - February 3	8am - 12nn	STRATEGIC AND OPERATIONS PLANNING	16	2,500.00	----
January 31 - February 3	8am - 12nn	UPDATES ON TAX RULES AND REGULATIONS	16	2,500.00	---
February 6	8am - 5pm	COSO-BASED AUDITING: RISK ASSESSMENT	8	1,250.00	---
February 8-10	8am - 5pm	ACCOUNTING POLICIES, GUIDELINES AND PROCEDURES FOR NATIONAL GOVERNMENT AGENCIES (NGAs) (Face to Face)	24	---	6,000.00
February 8-10	8am - 5pm	THE PHILIPPINE BIDDING DOCUMENTS	24	3,750.00	---
February 15-17	8am - 5pm	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	3,750.00	---

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■ INTEGRITY

■ ACCOUNTABILITY

■ PROFESSIONALISM



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Inclusive Dates	Time	Course Title	No. of Hours	Seminar Fee (On-line)	Seminar Fee (Face to Face) LIVE-OUT
February 15-17	8am - 5pm	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (APPRAISAL AND DISPOSAL) (Face to Face)	24	---	6,000.00
February 20	8am - 5pm	COSO BASED AUDITING: CONTROL ACTIVITIES AND MONITORING	8	1,250.00	---
February 20-24	8am - 12nn	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	20	3,125.00	---
February 22 -24	8am - 5pm	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	3,750.00	---
February 28- March 3	8am - 12nn	EFFECTIVE AUDIT REPORT WRITING	16	2,500.00	---
March 1-3	8am - 5pm	RISK MANAGEMENT (Face to Face)	24	---	6,000.00
March 6	8am - 5pm	LEADERSHIP AND ETHICS	8	1,250.00	---
March 7 - 10	8am - 12nn	THE PHILIPPINE BUDGETING SYSTEM	16	2,500.00	---
March 8 - 10	8am - 5pm	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations for Government Expenditures)	24	3,750.00	---
March 15 - 17	8am - 5pm	PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND THE ANNUAL PROCUREMENT PLAN (APP): Concepts, Principles and Techniques	24	3,750.00	---
March 15 - 17	8am - 5pm	THE PHILIPPINE GOVERNMENT ACCOUNTING STANDARDS (Face to Face)	24	---	6,000.00
March 20 - 24	8am - 12nn	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	20	3,125.00	---
March 21 - 24	8am - 12nn	MANAGEMENT AUDIT	16	2,500.00	---
March 27 - 30	8am - 12nn	TOOLS AND TECHNIQUES FOR AUDIT ENGAGEMENT	16	2,500.00	---
March 28 - 30	8am - 5pm	ACCOUNTING POLICIES, GUIDELINES AND PROCEDURES FOR NATIONAL GOVERNMENT AGENCIES (NGAs)	24	3,750.00	---

Face to face training will be conducted at **HOTEL KIMBERLY, #770 Pedro Gil St., Malate, Manila (in front of UP Manila).**

FOR ON-LINE REGISTRATION, please visit our website www.agiaphil.org. **We encourage early confirmation and payment.** Those who have neither confirmed their participation nor rendered payment or without Agency's Guarantee Letter on or before the seminar schedule will not be accommodated.

Very truly yours,

MARISSA N. FABRICANTE, CICA
President



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01 March 2023

VICENTE B. TUDDAO, JR., Ph.D., CESO IV

OIC Director, Internal Audit Service

DENR Central Office

Visayas Avenue, Diliman, Quezon City

Dear Dir. Tuddao,

Greetings from the Association of Government Internal Auditors!

We are inviting participants from your office to attend our **Trainings/Webinars** for the **2nd Quarter of CY 2023**. These are seminars open not only to internal auditors but also to those who perform *accounting, budgeting, procurement, risk management, disposal, and other related administrative functions*.

The seminars are part of AGIA's commitment to assist government officials and employees to become more responsive and effective public servants in line with Memorandum Circular No. 89 dated August 18, 2005, and in compliance with Section 3 of Administrative Order No. 70 series of 2003, both issued by the Office of the President, mandating the AGIA to ensure that all internal audit works in all government agencies be conducted in conformity with the standards of the internal audit profession.

Inclusive Dates	Time	Course Title	No. of Hours	Seminar Fee (On-line)	Seminar Fee (Face to Face) LIVE-OUT
April 17-19	8am - 5pm	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	3,750.00	---
April 26-28	8am - 5pm	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES (Laws, Rules and Regulations for Government Expenditures)	24	3,750.00	---
April 26-28	8am - 5pm	THE PHILIPPINE BIDDING DOCUMENTS	24	3,750.00	---
May 3 -5	8am - 5pm	ACCOUNTING POLICIES, GUIDELINES AND PROCEDURES FOR NATIONAL GOVERNMENT AGENCIES (NGAs)	24	3,750.00	---
May 3 -5	8am - 5pm	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	3,750.00	---
May 10 -12	8am - 5pm	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (APPRAISAL AND DISPOSAL) (Face to Face)	24	---	6,000.00
May 16 - 19	8am - 12nn	THE PHILIPPINE BUDGETING SYSTEM	16	2,500.00	---
May 24 - 26	8am - 5pm	PREPARATION OF THE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND THE ANNUAL PROCUREMENT PLAN (APP): Concepts, Principles and Techniques	24	3,750.00	---
May 30	8am - 5pm	LEADERSHIP AND ETHICS	8	1,250.00	---
May 31 - June 2	8am - 5pm	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	3,750.00	---
June 1 - 2	8am - 5pm	INTERNAL CONTROL FRAMEWORK-BASED AUDITING: RISK ASSESSMENT AND MONITORING	16	2,500.00	---
June 6 - 9	8am - 12nn	MANAGEMENT AUDIT	16	2,500.00	---
June 7 - 9	8am - 5pm	BASIC ACCOUNTING AND INTERNAL CONTROL FOR NON-ACCOUNTANTS	24	3,750.00	---
June 14 - 16	8am - 5pm	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (APPRAISAL AND DISPOSAL) (Face to Face)	24	---	6,000.00

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Inclusive Dates	Time	Course Title	No. of Hours	Seminar Fee (On-line)	Seminar Fee (Face to Face) LIVE-OUT
June 15 - 16	8am - 5pm	POLICY AND SYSTEM AUDIT	16	2,500.00	---
June 22-23	8am - 5pm	GOVERNMENT INTERNAL AUDITOR SUMMIT (Separate Invitation to follow)			
June 28 - 30	8am - 5pm	CASH MANAGEMENT AND ITS INTERNAL CONTROL SYSTEM	24	3,750.00	---
June 28 - 30	8am - 5pm	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	3,750.00	---

Face-to-face training will be conducted at **HOTEL KIMBERLY, #770 Pedro Gil St., Malate, Manila (in front of UP Manila).**

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