



03 January 2022

Office Order No. 2022007
Series of 2022

SUBJECT : POINT PERSON OF INTERNAL AUDIT SERVICES

In the interest of the service, **Ms. Karla Grace D. Dinglasan**, Internal Auditor III, is hereby designated as Point Person of the Internal Audit Service with the following ISO related duties and functions:


1. Timely implementation of various audit activities related to ISO 9001-2015 in 2022, including programs for Anti-Red Tape (ARTA) law;
2. Prepare report and, together with the Internal Audit Team, ensure conformances with established rules and procedures; and
3. Monitor and participate in Audit engagement planning, reporting, execution and follow-ups.

As such, she shall report to the CITEM Corporate Secretary for work assignments.

This Order shall take effect on 03 January to 31 December 2022 unless revoked/cancelled earlier.

All office order or parts thereof inconsistent with this Office Order are hereby revoked or modified accordingly.

For the guidance of all concerned.


PAULINA SUACO-JUAN
Executive Director 