

29 December 2022

Office Order No. 2022132-
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 Services with the following ISO related duties and functions:

1. Timely implementation of various audit activities related to ISO 9001-2015 in 2023;
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 2023 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.

DR. EDWARD L. FERREIRA Ph.D.
Executive Director

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