



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA
Telephone no. 861-0181/ Fax: 862-6473
Email address: sangguniangpanlungsod2k16@gmail.com



ORDINANCE NO. 18-187

AN ORDINANCE AMENDING ORDINANCE NO. 06-111, ENTITLED, "AN ORDINANCE CREATING THE INTERNAL AUDIT UNIT UNDER THE DIRECT ADMINISTRATIVE SUPERVISION AND CONTROL OF THE CITY MAYOR, PROVIDING FOR ITS POWERS, DUTIES AND FUNCTIONS, ITS PERSONNEL COMPOSITION AND DESIGNATION, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES".

Sponsored by: *Hon. Coun. Louisito A. Arciaga*
Hon. Coun. Atty. Patricio L. Boncayao, Jr.
Hon. Coun. Bal Niefes
Hon. Coun. Stephanie G. Teves
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Ringo A. Teves
Hon. Coun. Alexander Diaz
Hon. Coun. Ivey Rhia Arciaga-Tadefa
Hon. Coun. Ma. Dhesiree G. Arevalo
Hon. Coun. Marissa Cole-Rongavilla
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Lucio B. Constantino
Hon. Coun. Victor L. Ulanday
Hon. Coun. Grace B. Gonzaga
Hon. Coun. Walter A. Arcilla - ABC
Hon. Coun. Kenichi D.A. Takagi, Jr. - SK

WHEREAS, on **October 19, 2006**, on its 94th Regular Session, the 4th Sangguniang Panlungsod of Muntinlupa enacted Ordinance No. 06-111, entitled, "an ordinance creating the **Internal Audit Unit** under the direct administrative supervision and control of the City Mayor, providing for its powers, duties and functions, its personnel composition and designation, appropriating funds therefore and for other purposes;

WHEREAS, the OIC of the **Internal Audit Unit** wrote a letter to the City Mayor Atty. Jaime R. Fresnedi, requesting for creation of additional Plantilla Positions on said Unit and revised the title of the said Unit into **Department of Internal Audit (DIA)**;

WHEREAS, on the public held last July 12, 2018, it was found out that there is a need to amend the abovementioned Ordinance, particularly Sections 2, 4, 5, 6 and 7;

NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 8th Sangguniang Panlungsod of Muntinlupa, in Session assemble that:

SECTION 1. Section 2 of Ordinance No. 06-111 read as follows:



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Section 2. Creation – there is hereby created an Internal Audit Unit (AIU) which shall be under the administrative supervision and control of the City Mayor. The AIU shall be an integral part of the office and shall assist in the management and effective discharge of the responsibilities of the office, without including into the authority and mandate of the Commission on Audit (COA) granted under the Constitution. It shall function in accordance with the policies established by the provisions of Republic Act (RA) No. 3456 (Internal Auditing Act of 1962) as amended by Republic Act No. 4177.

AND NOW SHALL BE AMENDED AND READ AS FOLLOWS

Section 2. Creation – the Department of the Internal Audit (DIU) is hereby created of which shall be under the administrative supervision and control of the City Mayor providing for its powers, duties and functions, its personnel composition and designation, appropriating funds thereof and for other purposes;

SECTION 2. Section 5 of Ordinance No. 06-111 read as follows:

Section 5. Organizational Composition. The Internal Audit Unit shall be composed of a Department Head II as the Head of Office and two (2) Divisions, namely: the Financial Audit Division and the Operation Audit Division.

AND SHALL BE AMENDED AND READ AS FOLLOWS:

Section 5. The Department of Internal Audit shall be composed of a City Government Department Head II as the Head of Office and City Government Assistant Department Head II, with four (4) Divisions and Eight (8) Sections:

1. **Management and Compliance Audit Division:**
 - a. Management Audit Section
 - b. Compliance Audit Section
2. **Operations and Planning Division**
 - a. Operations Audit Section
 - b. Audit Planning and Reporting Section
3. **Administrative Division:**
 - a. Logistic Section
 - b. Record Section
4. **Research and Development, and Advisory Services Division:**
 - a. Advisory Section
 - b. Research and Development Section



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SECTION 3. The Functional Statement of each Division.

- 1) **Management and Compliance Division** – shall evaluate the achievement of the control objectives which include the safeguarding of assets, checking the accuracy and reliability of accounting data, adherence to managerial policies, compliance with laws, rules and regulations by utilizing internal auditing methods. It has the following functions:
 - a. Conduct management audit of activities and its units and determine the degree of compliance with the mandate, policies, government regulations, established objectives, system and procedures/processes and contractual obligations.
 - b. Review and appraise systems and procedures/processes, organizational structure, asset management practices, financial and management records, reports and performance standards of the agencies/units covered.
 - c. Verifications and analysis of financial and management data to ascertain if attendant management information systems generate data or reports that complete, accurate and valid.
 - d. Ascertain the reliability and integrity of financial and management information and the means used to identify, measure, classify and report such information.
 - e. Ascertain the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds.
 - f. Review and evaluate the soundness, adequacy and application of accounting, financial and management controls and promote the most effective control at reasonable cost.
 - g. Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities.
 - h. Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review cases involving misuse of property; and checking of transactions with outside parties.
 - i. Perform miscellaneous services, including special investigations and assistance to outside contacts such as COA.
 - j. Perform other duties that may be assigned by the Department Head.



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2) **Operations and Planning Division** – shall evaluate the extent of compliance and ascertain the effective, efficient, ethical and economical execution of operations by utilizing internal auditing methods. The Division is tasked to perform the following functions:

- a. Conduct operations performance audit of activities of the departments/offices and their units and determine the degree of compliance with the mandate, policies, government regulations, established objectives, systems, and procedures/process and contractual obligations.
- b. Review and appraise systems and procedures/processes, organizational structure, operations practices, operations records, reports and performance standards of the agencies/units covered.
- c. Verify and analyze operations data to ascertain if attendant management information systems generate data or reports that are complete, accurate and valid.
- d. Ascertain the reliability and integrity of operational information and the means used to identify measure, classify and report such information.
- e. Review operations and programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned.
- f. Evaluate the quality of performance or groups/individuals in carrying out their assigned responsibilities.
- g. Recommend courses of action on how to improve or correct operational deficiencies observed.
- h. Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of property; and checking of transaction with outside parties.
- i. Perform miscellaneous services, including special investigations and assistance to outside contacts such as COA.
- j. Perform other duties that may be assigned by the Department Head.

3) **Administrative Division** – shall provide administrative support to the Office. It has the following functions:

- a. Prepare and handle communications and correspondence matters pertaining to the Office of the Internal Audit.



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- b. Perform miscellaneous services, including filling and assistance to audit documents.
- c. Monitor and submit of daily attendance every cut-off (10th and 25th of the month) and flag ceremony attendance every Monday and/or Special Holidays with required flag ceremony to the City Human Resources and Management Department for payroll preparation.
- d. In-charge of receiving and safekeeping of audit documents, and incoming and outgoing communications/memoranda and other related matters from the various departments/offices.
- e. Provide support services to the operations divisions, and promotes cleanliness, orderliness within the Office.
- f. Prepare requisition, coordination and follow-up of various office supplies and office equipment of the office and processing the same in the different offices of the city.
- g. Attend all necessary meetings of Administrative Officers.
- h. Perform other duties that may be assigned by the Department Head.

4) **Research and Development and Advisory Services Division** – shall be responsible in developing an innovative and new auditing strategies/techniques that will make the conduct of audit easy, inclusive and more functional. Also, shall cater the requests coming from different departments/offices for advisory services. The division is tasked to perform the following functions:

- a. Conduct research on how the office as a whole can improve the current of existing strategies and audit techniques thru benchmarking and other related activities.
- b. Seek updated legal bases (mandates, laws, republic acts, Executive Orders, city ordinances, resolutions, and the like) that can be essential in the conduct of audit.
- c. Develop new and innovative system or process on how the internal auditors can make the conduct of audit easy, inclusive and more functional to better serve the City Government of Muntinlupa.
- d. Ensure that Internal Audit Office of City Government of Muntinlupa will remain up-to-date and competitive in terms of providing auditing services.



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- e. Provide advisory services as requested by different offices/departments.
- f. Assist other offices/departments in attending their specific needs or problems as requested and guide them in decision making.
- g. Perform other duties that may be assigned by the Department Head.

SECTION 4. Section 6 of Ordinance No. 06-111 read as follows:

Section 6. Staffing Pattern. In order to implement this functions and duties on the Internal Audit Unit, it is hereby created the following positions:

Position	Salary Grade	No. of Position
Department Head II	SG-26	1
Internal Auditor IV	SG-22	1
Internal Auditor III	SG-18	1
Internal Auditor II	SG-15	1
Internal Auditor I	SG-11	1
Internal Auditing Assistant	SG-8	1
Senior Administrative Assistant II	SG-14	1
Administrative Assistant I	SG - 7	1

AND NOW SHALL BE AMENDED AND READ AS FOLLOWS:

Section 6. Staffing Pattern - In order to implement the functions and duties of the **Department of Internal Audit**. It is hereby created the following Plantilla Positions:

Position Title	Salary Grade
City Government Head II (as per Ordinance No. 06-111)	26
City Government Assistant Head II (as per Ordinance No. 06-111)	24
MANAGEMENT AND COMPLIANCE AUDIT DIVISION	
Internal Audit IV (as per Ordinance No. 06-111)	22
MANAGEMENT AUDIT SECTION	
Internal Auditor III (as per Ordinance No. 06-111)	18
Internal Auditor II (as per Ordinance No. 06-111)	15
Internal Auditor I (as per Ordinance No. 06-111)	11
COMPLIANCE AUDIT SECTION	
Internal Auditor III	18
Internal Auditor II	15
Internal Auditing Assistant I (as per Ordinance No. 06-111)	8
OPERATING AND PLANNING DIVISION	
Internal Auditor IV	22



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OPERATION AUDIT SECTION	
Internal Auditor III	18
Internal Auditor III	15
Internal Auditor II	11
AUDIT PLANNING AND REPORTING SECTION	
Internal Auditor III	18
Internal Auditor II	15
Internal Auditing Assistant I	8
ADMINISTRATIVE DIVISION	
Supervising Administrative Officer	22
LOGISTICS SECTION	
Administrative Officer IV	15
Administrative Assistant I (as per Ordinance No. 06-111)	7
Administrative Aide IV	4
RECORDS SECTION	
Administrative Officer V	18
Senior Administrative Assistant II (as per Ordinance No. 06-111)	14
Administrative Officer II	11
RESEARCH AND DEVELOPMENT AND ADVISORY SERVICES DIVISION	
Internal Auditor IV	22
Advisory Section	
Internal Auditor III	18
Internal Auditor II	15
Internal Auditor I	11
RESEARCH AND DEVELOPMENT SECTION	
Internal Auditor III	18
Internal Auditor II	15
Internal Auditing Assistant I	8

SECTION 5. The additional Plantilla Positions will add value and improve an agency's governance, risk management, control processes, and save resource by providing appropriate advice relative to the following undertaking:

- Setting up and/or strengthening Internal Controls in the Office;**
- Streaming Process flows;**
- Introduction for potential process improvements;**
- Identify System Enhancements**
- Adherence to the existing/applicable laws;**
- Support to implement practical ideals and solutions which will lead to visible results ;**
- Improve financial reporting;**
- Provide logical advice to current issues and assistance to decision making;**



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SECTION 6. Appropriation – The Personal Services (PS) of the Office of the Internal Audit shall be taken from the 2019 General Fund of the City Government.

SECTION 7. The **Department of the Internal Audit (OIA)** shall assist in the management and effective discharge of the responsibilities of the office, without including into the **authority and mandate** of the **Commission on Audit (COA)** granted under the Constitution. It shall functions in accordance with the policies established by the provisions of Republic Act (RA) No. 3456 (Internal Auditing Act of 1962) as amended by Republic Act No. 4177.

SECTION 8. Separability Clause – If, for any reason or reasons, any part or provisions of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 9. Repealing Clause. All previous ordinances inconsistent with this ordinance shall be deemed repealed or modified accordingly.

SECTION 10. Effectivity Clause – This ordinance shall take effect in January 2019.

ENACTED, by 8th **Sangguniang Panlungsod of Muntinlupa** this 6th day of August, 2018, on its 83rd Regular Session.

CONCURRED:

DISTRICT I:

COUN. ATTY. PATRICIO L. BONCAYAO, JR.
Member

COUN. BAL NIEFES
Member

COUN. STEPHANIE G. TEVES
Member

COUN. ALLAN REY A. CAMILON
Member

COUN. RINGO A. TEVES
Member

COUN. LOUISITO A. ARCIAGA
Member

COUN. ALEXANDER B. DIAZ
Member

COUN. IVEE RHIA A. TADEFA
Member



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DISTRICT II:

COUN. MA. DHESIREE G. AREVALO
Member

COUN. MARISSA C. RONGAVILLA
Member

COUN. MARK LESTER M. BAES
Member

COUN. LUCIO B. CONSTANTINO
Member

COUN. VICTOR L. ULANDAY
Member

COUN. GRACE B. GONZAGA
Member

COUN. WALTER A. ARCILLA
Sectoral Representative
President
League of Barangay Captains

COUN. KENICHI D.A. TAKAGI, JR.
Sectoral Representative
President
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

CELSO C. DIOKO
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. PRESNEDI
City Mayor

Date: 22 AUG 2018

Norie/8th SP