

## 2. Preparation of Letter of Intent for Facilitation of Risk Assessment (RA) & Risk Management Planning (RMP)

Risk Assessment is to provide evidence- based information and analysis to make informed decisions on how to treat risks and how to arrive at the best options for internal control. Risk Management Planning refers to the coordinated activities of an organization to direct and control risks. It is on this aspect that IASD must prepare a letter of intent to the concerned office, informing them that the IASD will facilitate RA and RMP based from the AAP or as per request from the LCE prior to the conduct of audit activities.

|   |   |   |                        |  |
|---|---|---|------------------------|--|
| <b>Office or Division:</b>  | Provincial Administrator's Office- IAS Division   |   |                        |  |
| <b>Classification:</b>  | Simple  |   |                        |  |
| <b>Type of Transaction:</b>   | G2G   |   |                        |  |
| <b>Who may avail:</b>   | Provincial Offices of Davao del Norte   |   |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>  |   | <b>WHERE TO SECURE</b>  |                        |  |
| 1. Must be included in the Annual Audit Plan (AAP)<br>2. As per request of the Local Chief Executive (LCE)- preferably written (1 Original) |   | Provincial Administrator's Office- Internal Audit Services Division<br><br>Provincial Governor's Office |                        |  |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>  |
| 1. Subject office-auditee, will just wait for their turn when the PADO-IASD will conduct RA and RMP to their respective offices             | 1. Instruct IAS Technical Staff to facilitate RA and RMP to concerned office included in AAP or as per request of the LCE prior to audit activities | None  | 30 minutes             | <i>Internal Auditor IV</i><br>PADO-IAS Head                            |
|   | 1.1. Prepare letter of intent to the concerned office for the conduct of RA and RMP   |   | 1 hour                 | <i>Internal Auditor I,</i><br><i>II</i><br>PADO-IAS<br>Technical Staff |
|   | 1.2. Submit to IAS Head for correction/s and approval   |   | 3 minutes              | <i>Internal Auditor I,</i><br><i>II</i><br>PADO-IAS<br>Technical Staff |

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|---------------------|--|------------------------|-------------------------------|--|
|                     | 1.4 Evaluate Letter  |                        | 5 minutes                     | <i>Internal Auditor IV</i><br>PADO-IAS Head          |
|                     | 1.5 If letter needs correction/s, advise IAS Technical Staff to make revision/s        |                        | 30 minutes                    | <i>Internal Auditor IV</i><br>PADO-IAS Head          |
|                     | 1.6 If letter does not need any corrections, affix signature for approval              |                        | 3 minutes                     | <i>Internal Auditor IV</i><br>PADO-IAS Head          |
|                     | 1.7 Submit letter of intent to concerned office & keep copy for documentation purposes |                        | 15 minutes                    | <i>Admin Internal Auditing Assistant</i><br>PADO-IAS |
|                     | <b>TOTAL:</b>  | <b>None</b>            | <b>2 hours and 26 minutes</b> |  |