

**TOURISM BOARD COMMITTEE REPORT**  
23 November 2020, 1:30PM • Zoom Meeting

<b>ATTENDEES</b>	
<b>TOURISM BOARD AUDIT COMMITTEE MEMBERS</b>	
1. Asst. COO Jetro Nicolas F. Lozada, Alternate Chairperson	Assistant Chief Operating Officer, Tourism Infrastructure & Enterprise Zone Authority (TIEZA)
2. Usec. Reinier Paul R. Yebra, Member (Vice-Chair Person)	Appointive Director (Other Accredited Tourism Enterprise)
3. Dir. Eduardo F. Pelaez, Member	Undersecretary, Department of Transportation
<b>PRESENTER</b>	
Mr. Jerson C. Tomoling	Internal Audit Office (IAO)
<b>OTHER ATTENDEES</b>	
Atty. Dioxenos B. Sulit	Office of the Corporate Board Secretary
Minette Sioson	Department of Transportation
Mr. Jerome C. Velasco	Internal Audit Office (IAO)
Milo S. Oropeza	Compliance Officer
Edshi-Lee A. Cordero	Office of the Corporate Board Secretary
Jose Teodoro Delos Reyes	Management and Information Systems Department
<b>Approved Agenda</b>	
I. For the Committee's Action <ol style="list-style-type: none"> <li>1. Approval of the Revised Internal Audit Charter</li> <li>2. Approval of Internal Audit Plan FY 2021</li> <li>3. Election of the Vice-Chairperson of the Audit Committee</li> </ol> II. For the Committee's Information <ol style="list-style-type: none"> <li>4. Results of Audit Follow-up in PGSD</li> <li>5. Status of Internal Audit Plan CY 2020</li> </ol> III. Other Matters <ol style="list-style-type: none"> <li>6. Designation of IAO Personnel</li> </ol>	

<b>Agenda # 1: Approval of the Revised Internal Audit Charter</b>
1. Mr. Tomoling presented the proposed amendment of the Internal Audit Charter.

2. There being no comments from the member of the committee, Dir. Pelaez moved for the approval of the proposed amended Internal Audit Charter.
3. Usec. Yebra seconded the motion for approval of the amended Internal Audit Charter.

**Agenda # 2: Approval of Internal Audit Plan FY 2021**

1. Mr. Tomoling presented the proposed Internal Audit Plan for FY 2021.
2. Asst. COO Lozada requested the inclusion in the area coverage of Compliance Audit the evaluation of TPB's compliance with other statutory and regulatory requirements.
3. ACOO Lozada emphasized that the Internal Audit Office (IAO) personnel should not participate in the conduct of the Internal Quality Audit for the ISO Quality Management System (QMS) of TPB.
4. Mr. Tomoling commented that the participation of IAO personnel to the IQA is only up to this year as this is a prohibited non-audit activity explicitly stipulated in the Revised Phil. Government Internal Audit Manual (PGIAM). The IAO will conduct an independent operations audit with the IQA-QMS as part of the Annual Audit Plan for FY 2021.
5. The Committee will recommend to the TPB management the designation of additional non-internal audit personnel to be part of the IQA team.
6. Asst. COO Lozada recommended the inclusion in the Audit Plan the conduct of special audit on the utilization of Special Contingency Fund for the year 2020 to be scheduled in the first quarter of 2021. The recommendation was unanimously agreed upon by Usec. Yebra and Dir. Pelaez.
7. Being there were no further comments, Usec. Yebra moved the approval of the proposed Internal Audit Plan FY 2021 subject to the discussions made on the matter.
8. Dir. Pelaez seconded the motion for approval of the Internal Audit Plan FY 2021, subject to the discussions made.

**Agenda # 3: Election of the Vice-Chairperson of the Board Audit Committee**

Usec. Yebra was elected and designated as the Vice-Chairperson of the Tourism Board Audit Committee.

**Agenda # 4: Results of Audit Follow-up in PGSD**

1. Mr. Tomoling presented to the Committee the results of Audit Follow-up in PGSD.
2. The Committee has no comments on the presentation of the results of audit follow-up.

**Agenda # 5: Status of Internal Audit Plan CY 2020**

Mr. Tomoling presented the Status of Internal Audit Plan CY 2020. All activities contained in the Revised Internal Audit Plan CY 2020 were implemented except for the Review and Finalization of Operations Manual which is currently in progress. The draft Internal Audit Operations Manual will be presented to the Board Audit Committee in the next meeting.

**Agenda # 6: Designation of IAO Personnel**

1. Mr. Tomoling explained that the temporary designation of the IAO personnel to any position in the operating units/office/department entails conflicting functions and impairs partiality and objectivity in the future. Thus, any temporary designation to the operation must have prior approval from the Board Audit Committee.
2. To fully perform supervisory functions and signing authority, the TPB should designate the Internal Auditor IV as the Acting Division Head of the Internal Audit Office.
3. The Committee has decided to make a recommendation in favor of Mr. Tomoling for the position of Division Head (Internal Auditor V) of the IAO subject to CSC rules and regulations.

**Motions:**

- The Audit Committee approved the Revised Internal Audit Charter.
- The Audit Committee approved Internal Audit Plan FY 2021 subject to the above discussions.
- Usec. Yebra was elected and designated as the Vice-Chairperson of the Tourism Board Audit Committee.
- The Committee will recommend to the TPB management to designate non-internal audit personnel to be part of the IQA.
- The Committee will make a recommendation in favor of Mr. Tomoling to be considered for the position of Division Head (Internal Auditor V) of the IAO subject to CSC rules and regulations.

**TOURISM BOARD AUDIT COMMITTEE**

**COO POCOLO JOSELITO DE DIOS PARAGAS**

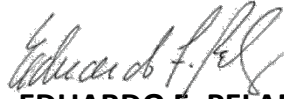
*Chairperson, Tourism Board Audit Committee and  
Chief Operating Officer, Tourism Infrastructure & Enterprise Zone Authority*

Represented by:



**ACIO METRO NICOLAS F. LOZADA**

*Alternate Chairperson, Tourism Board Audit Committee and  
Assistant Chief Operating Officer, Tourism Infrastructure & Enterprise Zone Authority*



**DIR. EDUARDO F. PELAEZ**

*Member, Tourism Board Audit Committee and  
Appointive Director (Other Accredited Tourism Enterprise)*



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**USEC. REINIER PAUL R. YEBRA**

*Member, Tourism Board Audit Committee and  
Undersecretary, Department of Transportation*