

Internal Audit Service

External Services

1. Technical Assistance to On-Site Researchers

Assistance is provided to assist students in the completion of academic requirements other researchers in the field of internal audit.

Office or Division:	Internal Audit Service			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	IAS ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for interview/data	Grants request/schedules interview and provides data needed	None	One (1) hour	<i>Head of Internal Audit (HoIA) / Internal Auditor I</i> <i>Internal Auditing Assistant/</i> <i>In-charge of Information Technology Division</i> <i>In-Charge of Administrative Functions (ICAF)</i>
	Total:	None	One (1) hour	

2. Technical Assistance to Online Researchers

Assistance is provided to online researchers in the field of internal audit.

Office or Division:	Internal Audit Service			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	IAS ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for interview/ data	Grants request/ schedules interview and provides data needed.	None	One (1) hour	<i>Head of Internal Audit (HoIA) / Internal Auditor I Internal Auditing Assistant In-charge of Information Technology Division In-Charge of Administrative Functions (ICAF)</i>
	Total:	None	One (1) hour	

Internal Audit Service

Internal Services

1. Technical Assistance to City Officials and Chiefs of Offices/Divisions/Sections

Assistance is provided to supervisors to help them carry out their office mandates in consonance with internal audit findings/recommendations.

Office or Division:	Internal Audit Service			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	City Officials/Chiefs of Offices/Divisions/Sections			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	IAS ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for data/ internal audit recommendations/ advice	Grants request/analyzes given data and situationers/ schedules meeting/provides information needed and/or makes appropriate recommendation/s	None	One(1) hour	<i>Head of Internal Audit(HoIA) / Internal Auditor I</i> <i>Internal Auditing Assistant</i> <i>In-charge of Information Technology Division</i> <i>In-Charge of Administrative Functions (ICAF)</i>
	Total:	None	One (1) hour	

2. Technical Assistance to Rank-and-File Employees

Assistance/advice is provided to employees of the City Government of Legazpi to guide them in the performance of their duties

Office or Division:	Internal Audit Service			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Rank-and-File Employees of the City Government of Legazpi			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	IAS ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for data	Grants request/analyzes given data and situationers	None	1 hour	<i>Head of Internal Audit(HoIA) / Internal Auditor I</i> <i>Internal Auditing Assistant</i> <i>In-charge of Information Technology Division</i> <i>In-Charge of Administrative Functions (ICAF)</i>
recommendations/ advice	schedules meeting/ provides information needed and/or makes appropriate recommendations			
	Total:	None	One (1) hour	