

**MEMORANDUM ORDER NO. 01**

series of 2024

**SUBJECT: DEPARTMENT OF AGRARIAN REFORM INTERNAL AUDIT AGENDA  
FOR CY 2024**

In accordance with Malacañan Administrative Order No. 70, series of 2003, DBM Circular No. 2020-8 and COA Resolution Nos. 2018-007 and 2018-003 and DAR Administrative Order No. 8, series of 2019, the Internal Audit Service (IAS) is authorized to proceed with the following audit activities, which form the approved audit agenda for implementation during CY 2024.

1. Recruitment and Selection System at DAR Central Office
2. Review of Controls on Procurement Contract Preparation and Management in DARCO
3. Claimfolder Documentation and EP/CLOA registration process at selected field offices
4. Inventory and PPE management system at selected field offices
5. Review on Process of Distribution of ODC of EP/CLOA and installation of ARBs
6. Process Review of Data Cleansing and Finalization of LTI Optool Database System
7. Audit on RA 9184 and its IRR in selected field offices
8. Process Review on Cancellation Pertaining to Property Accountability at DARCO
9. IT Asset Management at Central Office
10. Review of Leave Administration System including Payment of Terminal Benefits

The Annual Audit Agenda is a dynamic document subject to amendments throughout the year, adapting to evolving circumstances. Requests from the Secretary or senior management, as well as adjustments in the agency's organization and operations, may lead to modifications in the plan.

All Officials and concerned offices are hereby directed to provide complete support and cooperation to Internal Auditors in carrying out audits, in alignment with DAR AO.O. No. 8, series of 2019. Internal Auditors are required to perform audits utilizing appropriate audit methodologies and submit the necessary reports to the Office of the Secretary.

This Order takes effect immediately.

26 January, 2024, Quezon City.

  
**CONRADO M. ESTRELLA III**  
Secretary

Department of Agrarian Reform  
Office of the Secretary



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