



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2023-1470**

**TO : Regional Directors  
Schools Division Superintendents  
All Others Concerned**

**FROM : GLORIA GUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

**ATTY. REVSEE A. ESCOBEDO**  
*Underscretary for Operations*

**SUBJECT : INVITATION TO THE SERIES OF TRAININGS/WEBINARS OF THE  
ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC.**

**DATE : 04 October 2023**

The **Association of Government Internal Auditors, Inc. (AGIA)** will conduct a series of trainings/webinars for the 4<sup>th</sup> Quarter of CY 2023. These seminars are open not only to internal auditors but also to those who perform accounting, budgeting, procurement, risk management, disposal, and other related administrative functions.

The seminars are part of AGIA's commitment to assist government officials and employees to become more responsive and effective public servants in line with Administrative Order No. 278 issued in 1992, and in compliance with Section 3 of Administrative Order No. 70 series of 2003, both issued by the Office of the President, mandating the AGIA to ensure that all internal audit works in all government agencies be conducted in conformity with the standards of the internal audit profession (*see attached communication from AGIA for further details*).

*Internal auditors and those aforementioned personnel affiliated with the Department of Education may opt to attend the said activity provided that their participation will not hamper the conduct of classes in schools. The use of DepEd funds shall be subject to the approval of their respective approving authorities. The same is also contingent upon its availability, and adherence to the usual accounting and auditing rules and regulations.*

Should you have further inquiries, please email AGIA at [info.agia52@gmail.com](mailto:info.agia52@gmail.com).

[BHRD-EWD/Usman]



# ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC.

Unit 402 Merchant Square Condominium, 1386 E. Rodriguez Sr. Avenue cor. Mabolo St.,

New Manila, Quezon City 1102

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Ex-Officio Director / Immediate Past-President  
Internal Auditor V  
Internal Audit Service  
Department of Trade and Industry

MEMBER, ADVISORY COUNCIL  
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10 August 2023

**USEC. GLORIA JJUMAMIL-MERCADO**  
Undersecretary  
Human Resource and Organizational Development  
DedEd Complex, Meralco Avenue  
Pasig City 1604

Dear Usec. Jumamil-Mercado:

*Greetings from the Association of Government Internal Auditors!*

We are inviting participants from your office to attend our Trainings/Webinars for the 4<sup>th</sup> Quarter of CY 2023. These seminars are open not only to internal auditors but also to those who perform *accounting, budgeting, procurement, risk management, disposal, and other related administrative functions.*

The seminars are part of AGIA's commitment to assist government officials and employees to become more responsive and effective public servants in line with Administrative Order No. 278 issued in 1992, and in compliance with Section 3 of Administrative Order No. 70 series of 2003, both issued by the Office of the President, mandating the AGIA to ensure that all internal audit works in all government agencies be conducted in conformity with the standards of the internal audit profession.

Inclusive Dates	Time	Course Title	No. of Hours	Seminar Fee (On-line)	Seminar Fee (Face to Face) LIVE-OUT
October 3	8am - 5pm	LEADERSHIP AND ETHICS	8	1,250.00	---
October 4-6	8am - 5pm	CASH MANAGEMENT AND ITS INTERNAL CONTROLS SYSTEM	24	3,750.00	---
October 4-6	8am - 5pm	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (APPRAISAL AND DISPOSAL) (Face to Face)	24	---	6,000.00
October 25-27	8am - 5pm	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES	24	3,750.00	---
October 25-27	8am - 5pm	GUIDING PRINCIPLES ON THE MANAGEMENT OF GOVERNMENT FUNDS AND PROPERTIES	24	3,750.00	---
November 3	8am - 12nn	PRACTICAL LEADERSHIP CERTIFICATE COURSE I	4	1,000.00	---
November 6-9	8am - 12nn	MANAGEMENT AUDIT	16	2,500.00	---
November 6-8	8am - 5pm	PREPARATION OF THE PROJECT MANAGEMENT PLAN (PPMP) AND THE ANNUAL PROCUREMENT PLAN (APP): Concepts, Principles, and Techniques	24	3,750.00	---
November 14-16	8am - 5pm	THE PHILIPPINE BIDDING DOCUMENTS	24	3,750.00	---
November 14-17	8am - 12nn	TOOLS AND TECHNIQUES FOR AUDIT ENGAGEMENT	16	2,500.00	---
November 17	8am - 12nn	PRACTICAL LEADERSHIP CERTIFICATE COURSE II	4	1,000.00	---
November 22-24	8am - 5pm	ACCOUNTING POLICIES, GUIDELINES, AND PROCEDURES FOR NATIONAL GOVERNMENT AGENCIES (NGAs)	24	3,750.00	---
November 22-24	8am - 5pm	INTERNAL CONTROL SYSTEM FOR PROPERTY AND SUPPLY MANAGEMENT (APPRAISAL AND DISPOSAL) (Face to Face)	24	---	6,000.00
November 27-29	8am - 5pm	FRAUD AWARENESS AND DETECTION	24	3,750.00	---
November 27 -29 and December 1	8am - 12nn	EFFECTIVE AUDIT REPORT WRITING	16	2,500.00	---

▪ INTEGRITY

▪ ACCOUNTABILITY

▪ PROFESSIONALISM



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Inclusive Dates	Time	Course Title	No. of Hours	Seminar Fee (On-line)	Seminar Fee (Face to Face) LIVE-OUT
December 1	10am - 2pm	PRACTICAL LEADERSHIP CERTIFICATE COURSE III	4	1,000.00	---
December 5-7	8am - 5pm	BASIC INTERNAL CONTROL CONCEPTS AND INTERNAL AUDITING PRINCIPLES AND PRACTICES	24	3,750.00	---
December 5-7	8am - 5pm	GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND IT'S REVISED IRR AND UPDATES	24	3,750.00	---
December 12-14	8am - 5pm	APPRAISAL/VALUATION OF THE AGENCY'S PROPERTY, PLANT AND EQUIPMENT (PPE) AND INVENTORIES FOR ASSESSMENT OF THE GENERAL INSURANCE FUND (GIF) OF THE GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)(Face to Face)	---	6,000.00	---
December 13-15	8am - 5pm	DEVELOPING PHYSICAL AND VIRTUAL FACILITATION SKILLS	24	3,750.00	---
December 15	8am - 12nn	PRACTICAL LEADERSHIP CERTIFICATE COURSE IV	4	1,000.00	---
PUBLIC SECTOR INTERNAL AUDITORS UPSKILLING SEMINAR SERIES (Topics and Scheduled to be announced on our AGIA Website)			---	15,500.00	---

All face-to-face trainings are conducted at the **HOTEL KIMBERLY, #770 Pedro Gil St., Malate, Manila (in front of UP Manila).**

FOR ON-LINE REGISTRATION, please visit our website [www.agiaphil.org](http://www.agiaphil.org). We encourage early confirmation and payment. Those who have neither confirmed their participation nor rendered payment or without Agency's Guarantee Letter on or before the seminar schedule will not be accommodated.

Very truly yours,

  
**MARISSA N. FABRICANTE, CICA**  
President

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