

InAd

ROLE : TO CONTROL

RESPONSIBILITY :

1. To install, implement and monitor programs, strategies, policies, procedures and control measures designed to closely safeguard the company's assets.
2. To constantly develop and recommend programs, strategies, policies, procedures, processes, tools and equipment that will produce effective, technologically up-to-date and cost-efficient operations.

FUNCTIONS :

1. General Management of Company Internal Control programs and activities.
2. Company Internal Control Audit Strategies, Programs, Policies and Procedures Formulation and Implementation.
3. Company Taxes, Premiums and Other Government-Required Remittances Timely Payment Monitoring.
4. Company Materials, Supplies and Office Furniture and Equipment Inventory Taking
5. Company Service Equipment Inventory Confirmation
6. Company 201 Files, EPIS, SSS, PhilHealth and ECC Administration Monitoring and Audit
7. Other Regular and Spot Audit Activities
8. InAd Property Custodianship
9. InAd Staff Management and Control
10. InAd Staff Training and Development
11. Preparation of Audit-Related Reports and Submission to Government or Other Interested Parties with Prior Written Approval of:
President
12. Other Functions and Responsibilities Necessary for Efficient Operation of the Department and Beneficial to the Company.