



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

2/F RBAP Building, Andres Soriano Jr. Avenue corner
Arzobispo St., Intramuros, Manila
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INTERNAL AUDIT TRAINING (A Practical Approach)

Date: Oct. 23-24, 2015 (Friday-Saturday)
Venue: Gov. Licaros Hall, RBAP, Intramuros, Manila
Time: 8:30am to 5:00pm
Resource Person:
MR. GIL M. SORITA, CPA, CIA, CISA, MBA
Bank Executive Officer –LBP, Accredited External
Quality Assurance Validator for Internal Audit Activity

Seminar Fee: MEMBER ONLY

1. **Early bird** – P4,500 (on or before Oct. 02, 2015)
2. **Regular Rate** – P4,800 (After Oct. 16, 2015)

Non-Member/Delinquent – P5,760

Mode of Payment

- ✓ A Non-Refundable commitment fee of P2,400.00 per participant.
- ✓ Bank account (**LBP – Intramuros Branch Savings Account Number 0012-1046-26**).
- ✓ Proof of payment fax to (02) 527-2980.
- ✓ **Check payments, should be payable to (RBRDFI).**

Training Policies:

1. Reserve first with RBAP-RBRDFI your training slot, and wait for RBAP-RBRDFI confirmation of your reservation. Thereafter, you may deposit the Registration Fees, book ticket (airline) and secure accommodations.

RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s).

Likewise, once training is FULL, RBAP-RBRDFI has the right to refuse participation or reimbursement on any damage brought by unconfirmed reservations.

Deadline for submission of registration is not later than **October 29, 2015.**

1. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior to the seminar date or **October 12, 2015.** Otherwise, reservation is considered cancelled.
2. Cancellation Policy: - This will apply to non-subsidized training fee.
 - a) 10 days prior to the seminar date is entitled for a full refund. *Regular Rate only
 - b) 3 days prior to the seminar date is entitled for a half refund * Regular Rate only
 - c) Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)
 - d) For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.

Seminar Methodologies

Lecture, Discussions and Practical Activities / Simulations. The lecture provides practical concepts.

Expected Participants

Internal Auditor, Bookkeeper, Compliance Officer, Risk Management Committee –Director, President, Branch Managers

I. Objectives

- 1) To recognize and emphasize the importance of control points/processes.
 - a. Learn practical applications of audit and internal control procedures.
 - b. Identify and be able to implement key infrastructure policies, procedures and processes.
- 2) To meet BSP's expectation on bank's internal audit department
- 3) To complement risk based auditing

COURSE OUTLINE

Overview of the principles

➤ A. BSP expectations relevant to the internal audit function

1. The internal audit function (BSP 499 s.2005)
2. Key features of the internal audit function
3. Qualification Standards of the Internal Auditor
4. Scope of activity

- 5. Corporate governance considerations
- 6. The internal audit charter
 - **B. International Standards for the Professional Practice of Internal Auditing (Standards)**
 - **C. Definition of Internal Auditing**
 - **D. Code of Ethics**
 - **E. Development of Internal Audit Strategic Plan**
 - **F. Difference between Internal and External audit**
 - **G. Managing the Internal Audit Department**
 - **H. Audit Objectives and the Audit Process**
 - **I. Planning the Audit**
 - a. Introduction
 - b. Preliminary Survey
 - c. Development of an overall audit plan
 - d. Co-coordinating the work to be performed
 - **J. Establishing the Degree of Reliance on Internal Control**
 - a. Introduction
 - b. Identifying, documenting and testing control procedures
 - c. Examples of controls
 - d. Inherent limitations of internal control
 - e. Considering the influence of environmental factors
 - f. Determining the nature, timing and extent of substantive tests
 - **K. Performing Substantive Procedures**
 - a. Introduction
 - b. Audit techniques
 - c. Specific substantive procedure considerations
 - **L. Communicating Results**
 - a. Audit Findings
 - b. Audit Report
 - **M. Monitoring Progress**



CONFIRMATION SHEET

INTERNAL AUDIT TRAINING (A PRACTICAL APPROACH)

October 23-24, 2015 (Friday-Saturday), Gov. Licaros Hall, RBAP Bldg.,
A. Soriano Ave. cor. Arzobispo St., Intramuros, Manila



Contact RBRDFI Training Officers
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Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			

_____ Date: _____
 (Printed Name and Signature)

Designation: _____ Rural Bank : _____
 Telephone: _____ Province : _____
 Mobilephone: _____ Address : _____
 Email address: _____