



CENTER FOR INTERNATIONAL
TRADE EXPOSITIONS AND MISSIONS



04 October 2024

Office Order No. 120 24196
Series of 2024

SUBJECT : REASSIGNMENT OF PERSONNEL

In the interest of the service, **Mr. Jewel H. Udarbe, Corporate Planning Officer IV**, is hereby reassigned as Officer-in-Charge of the Internal Audit Service (IAS) under the Office of the Executive Director (OED).

Mr. Udarbe is expected to fully assume his scope of responsibilities under the IAS with the following functions:

1. Assists top management in **streamlining** operational processes related to project management as a core process.
2. Timely implementation of various **audit activities** related to ISO requirements and quality policy management.
3. Conducts appraisal on **operations management** in compliance with the mandate and established objectives to **achieve performance targets**.
4. Verify and analyze operation **data as basis** for management decision.
5. Determine the **effectiveness and adequacy** of security and management controls over information systems and **databases and their integrity**.
6. Ensure compliance with ISO **standards and GCG** requirements related to Internal Audit.
7. Oversee ARTA requirements and **serve as the secretariat** for the Committee on Anti-Red Tape (CART).
8. Monitor the **day-to-day operations of the Unit** and report to the Executive Director.
9. Perform other related duties and functions that may be assigned by the immediate supervisor.

Mr. Udarbe is also expected to continue the CSM project of Corplan concurrently with his function under IAS as part of the ARTA requirement. Consequently, he shall properly hand over all other assigned deliverables to the OIC-DC of the Corplan.

He is authorized to exercise the delegated signing authority for transactions up to ₱50,000.00 in accordance with CITEM Board Resolution No. 2017-02-05.

He shall be entitled to claim representation and transportation allowance of Twelve Thousand Pesos (₱12,000.00) subject to the usual accounting and auditing rules and regulations.

This office order shall take effect on 07 October 2024 until further revoked.

All office order or parts thereof inconsistent with this Office Order are hereby superseded or modified accordingly.

For the guidance of all concerned.

LEAH PULIDO OCAMPO
Executive Director

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS