

SUMMARY OF AUDIT COMMITTEE MEETINGS

Date	Venue
February 14, 2023	SRA Board Room, Quezon City
February 23, 2023	SRA Board Room, Quezon City
March 27, 2023	SRA Board Room, Quezon City
April 4, 2023	SRA Board Room, Quezon City
April 14, 2023	SRA Board Room, Quezon City
June 21, 2023	SRA Board Room, Quezon City
October 12, 2023	SRA Board Room, Quezon City

*The proof of meetings / minutes of the meetings can be found on the subsequent pages.

**The discussion of the meeting agenda of each minutes of the meeting was blurred for confidentiality purposes.



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336
Website: <http://www.sra.gov.ph>
Email Address: srahead@sra.gov.ph
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Feb-002

MINUTES OF AUDIT COMMITTEE MEETING

February 14, 2023

SRA Board Room, North Ave, Quezon City

Attendance:

- | | |
|----------------------------------|---|
| 1. Ma. Mitzi V. Mangwag | Chairperson, Audit Committee/
Board Member – Millers' Representative |
| 2. Jay Andrew T. Adrias | Manager III – Internal Audit Department |
| 3. Sarah Jean P. Clemente | OIC – Operations Audit Division, IAD |
| 4. Tristan Jason D. Bolor | Internal Auditor I |

I. Call to Order

The meeting, whose members consist only from the Internal Audit Department, started at 8:00 AM.

II. Agenda

The following agenda were taken-up as per MEMO-ACOM-2023-Feb-001 dated February 10, 2023:

1. Review of the Rejoinder of **"Adopt a Small Sugarcane Farming Family"** audit findings for endorsement to the Administrator;
2. Suggestion for the two (2) committees that the Administrator would like to set-up; and
3. Review and approval of the Internal Audit Department's Audit Plan for 2023.

III. Highlights of the Meeting

Audit Committee Meeting – February 14, 2023



Management System
ISO 9001:2015
www.tuv.com
ID 910508567



[REDACTED]

V. Adjournment

There having no other matters discussed, the meeting adjourned at 9:30 AM.

Prepared by:



TRISTAN JASON D. BOLOR
Secretariat - Audit Committee
Internal Auditor I

Approved by:



MA. MITZI V. MANGWAG
Chairperson - Audit Committee
Board Member - Millers' Representative





Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336
Website: <http://www.sra.gov.ph>
Email Address: srahead@sra.gov.ph
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Feb-004

MINUTES OF AUDIT COMMITTEE MEETING

February 23, 2023

SRA Board Room, North Ave, Quezon City

Attendance:

- | | |
|----------------------------------|---|
| 1. Ma. Mitzi V. Mangwag | Chairperson, Audit Committee/
Board Member – Millers' Representative |
| 2. Jay Andrew T. Adrias | Manager III – Internal Audit Department |
| 3. Sarah Jean P. Clemente | OIC – Operations Audit Division, IAD |
| 4. Tristan Jason D. Bolor | Internal Auditor I |

I. Call to Order

The meeting, whose attendees consist only from the Internal Audit Department, started at 1:30 PM.

II. Agenda

The following agenda were taken-up as per MEMO-ACOM-2023-Feb-003 dated February 23, 2023:

1. Finalization of the Rejoinder for the **"Audit on Adopt a Small Sugarcane Farming Family:"**
2. Discussion on plans for preliminary investigation via Fact-Finding Committee; and
3. Other matters.

Audit Committee Meeting – February 23, 2023



Management System
ISO 9001:2015
www.tuv.com
ID 9105085567



V. Adjournment

There having no other matters discussed, the meeting adjourned at 3:00 PM.

Prepared by:



TRISTAN JASON D. BOLOR
Secretariat – Audit Committee
Internal Auditor I

Approved by:



MA. MITZI V. MANGWAG
Chairperson – Audit Committee
Board Member – Millers’ Representative



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101

TIN 000-784-336

Website: <http://www.sra.gov.ph>

Email Address: srahead@sra.gov.ph

Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Apr-003

MINUTES OF AUDIT COMMITTEE MEETING

March 27, 2023

SRA Board Room, North Ave, Quezon City

Attendance:

- | | |
|---|---|
| 1. Ma. Mitzi V. Mangwag | Chairperson, Audit Committee/
Board Member – Millers' Representative |
| 2. Jay Andrew T. Adrias | Manager III – Internal Audit Department |
| 3. Sarah Jean P. Clemente | Internal Auditor V – OAD |
| 4. Atty. Jose Fernando B. Cuenca | Attorney V |
| 5. Resty D. Reaño | OIC – Budget and Treasury Division |
| 6. Emelyn B. Manalo | Project Evaluation Officer IV |
| 7. Marieliz M. Siman | Sr. SPRO |
| 8. Tristan Jason D. Bolor | Internal Auditor I |

I. Call to Order

The meeting, whose attendees consist only from the Internal Audit Department and Fact-Finding Committee, started at 11:00 AM.

Opening prayer led by Ms. Clemente.

II. Agenda

The following agenda were taken-up as per MEMO-ACOM-2023-Mar-001 dated March 22, 2023:

1. Plans for the preliminary investigation on the rejoinder for the **Audit on Adopt a Small Sugarcane Farming Family**; and
2. Other matters.

Audit Committee Meeting – March 27, 2023



Management
System
ISO 9001:2015
www.tuv.com
ID 910508597



IV. Adjournment

There having no other matters discussed, the meeting adjourned at 2:00 PM.

Prepared by:



TRISTAN JASON D. BOLOR
Secretariat – Audit Committee
Internal Auditor I

Approved by:



MA. MITZI V. MANGWAG
Chairperson – Audit Committee
Board Member – Millers' Representative



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336
Website: <http://www.sra.gov.ph>
Email Address: srahead@sra.gov.ph
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Apr-004

MINUTES OF AUDIT COMMITTEE MEETING

April 4, 2023

SRA Board Room, North Ave, Quezon City

Attendance:

- | | |
|----------------------------------|---|
| 1. Ma. Mitzi V. Mangwag | Chairperson, Audit Committee/
Board Member – Millers' Representative |
| 2. Jay Andrew T. Adrias | Manager III – Internal Audit Department |
| 3. Sarah Jean P. Clemente | Internal Auditor V – Operations Audit Division, IAD |
| 4. Dennis B. Dumanew | COS – Executive Assistant |

I. Call to Order

The meeting, whose attendees consist only from the Internal Audit Department and BM Mitzi's Executive Assistant, started at 10:00 AM.

II. Agenda

The following agenda were taken-up as per MEMO-ACOM-2023-Apr-001 dated April 3, 2023:

1. Addendum to Policy Review Team for representative from Regulation Department;
2. Institutionalization of Policy Review Team and Fact-Finding Committees;
3. Tentative schedule to convene Policy Review Team; and
4. Other matters.

Audit Committee Meeting – April 4, 2023



Management System
ISO 9001:2015

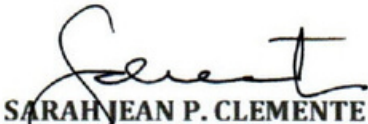
www.tuv.com
ID 910508567



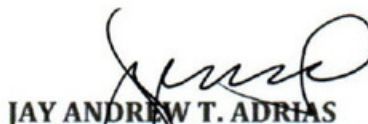
IV. Adjournment

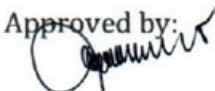
There having no other matters discussed, the meeting adjourned at 12:15 PM.

Prepared by:


SARAH JEAN P. CLEMENTE
Member - Audit Committee
Internal Auditor V

Reviewed by:


JAY ANDREW T. ADRIAS
Member - Audit Committee
Manager III, IAD

Approved by:


MA. MITZI V. MANGWAG
Chairperson - Audit Committee
Board Member - Millers' Representative



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101

TIN 000-784-336

Website: <http://www.sra.gov.ph>

Email Address: srahead@sra.gov.ph

Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Apr-005

MINUTES OF AUDIT COMMITTEE MEETING

April 14, 2023

SRA Board Room, North Ave, Quezon City

Attendance:

- | | |
|-------------------------------------|---|
| 1. Ma. Mitzi V. Mangwag | Chairperson, Audit Committee/
Board Member – Millers' Representative |
| 2. Jay Andrew T. Adrias | Manager III – Internal Audit Department |
| 3. Atty. Ronald E. Rimando | Manager III – Legal Department |
| 4. Atty. Johana S. Jadoc | Manager III – AFD-Visayas |
| 5. Wilfredo R. Monares | Manager III – Regulation Department-Visayas |
| 6. Helen B. Lobaton | Manager III – RDE-Visayas |
| 7. Laverne C. Olalia | Manager III – RDE-LuzMin |
| 8. Sarah Jean P. Clemente | Internal Auditor V – OAD |
| 9. Emilia R. Chu | Engineer III |
| 10. Dee Arr D. Paglumotan | Training Specialist IV |
| 11. Portia I. Asentista | Accountant IV |
| 12. Leilani S. Abacan | COS – Planning Officer III |
| 13. Rondell Ray D. Manjarres | Supervising SPRO – STD |
| 14. Tristan Jason D. Bolor | Internal Auditor I |
| 15. Divine Hope B. Caballero | COS – Management and Audit Analyst I |

I. Call to Order

The meeting, whose attendees consist only from the Policy Review Committee and the Internal Audit Department, started at 12:00 NN. Opening prayer led by Ms. Caballero.

II. Agenda

The following agenda were taken-up as per MEMO-ACOM-2023-Apr-002 dated April 12, 2023:

1. Presentation of the audit report on **Audit on Adopt a Small Sugarcane Farming Family** project of RDE
2. Review of policies and guidelines in conformity to the issued rejoinder of the Management and the Internal Audit Department; and
3. Other matters.





IV. Adjournment

There having no other matters discussed, the meeting adjourned at 4:20 PM.

Prepared by:

A handwritten signature in black ink, appearing to read 'Tristan Jason D. Bolor', written over a horizontal line.

TRISTAN JASON D. BOLOR
Secretariat – Audit Committee
Internal Auditor I

Approved by:

A handwritten signature in black ink, appearing to read 'Ma. Mitzi V. Mangwag', written over a horizontal line.

MA. MITZI V. MANGWAG
Chairperson – Audit Committee
Board Member – Millers’ Representative



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336
Website: <http://www.sra.gov.ph>
Email Address: srahead@sra.gov.ph
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Jul-001

MINUTES OF AUDIT COMMITTEE MEETING

June 21, 2023

SRA Board Room, North Ave. Quezon City

Attendance:

- | | |
|----------------------------------|---|
| 1. Ma. Mitzi V. Mangwag | Chairperson, Audit Committee/
Board Member – Millers' Representative |
| 2. Jay Andrew T. Adrias | Manager III – Internal Audit Department |
| 3. Digna D. Gonzales | Manager III- Planning, Policy, and Special Projects
Department |
| 4. Felicidad B. Lopez | Accountant IV / OIC-Chief Finance Officer |
| 5. Sarah Jean P. Clemente | Internal Auditor V |
| 6. Emelyn B. Manalo | Project Evaluation Officer IV |
| 7. Helen P. Balo | Budget Officer IV |
| 8. Maria Liza E. Remada | Accountant III |
| 9. Tristan Jason D. Bolor | Internal Auditor III |
| 10. Chrisgel L. Auñgon | SPRO II |

Resource Person/s:

- | | |
|-------------------------------------|----------------------|
| 1. Frauline Grace T. Acuyong | Legal Researcher III |
| 2. Erlinda Abacan | Chief Accountant |
| 3. Portia Asentista | Accountant IV |

I. Call to Order

1. The meeting started with an opening prayer led by Ms. Sarah Jean Clemente at 3:05 PM.
2. Meeting was called to order per Notice of Meeting dated June 15, 2023.

II. Agenda

1. Updates on Audit of SIDA and other RDE Programs
2. Presentation of Audit Results and Findings for the Adopt a Small Sugarcane Farming Family Program
3. Kick off Audit Activities to Block Farm Program with Cash Transfers in Central Luzon
4. Pending Case of CSR Cash Advance



Audit Committee Meeting – June 21, 2023

BAGONG PILIPINAS



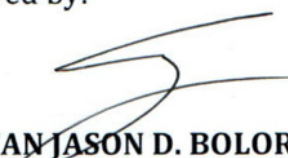
Management System
ISO 9001:2015
www.tuv.com
ID 910568567




IV. Adjournment

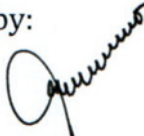
There having no other matters to be discussed, the meeting adjourned at 5:32 pm.

Prepared by:


TRISTAN JASON D. BOLOR
Internal Auditor III
Secretariat – Audit Committee


CHRISGEL L. AUNGON
SPRO II
Secretariat-Audit Committee

Approved by:


MA. MITZI V. MANGWAG
Chairperson – Audit Committee/
Board Member – Millers' Representative



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336
Website: <http://www.sra.gov.ph>
Email Address: srahead@sra.gov.ph
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Oct-002

MINUTES OF AUDIT COMMITTEE MEETING

October 12, 2023

SRA Board Room, North Ave, Quezon City

Attendance:

- | | |
|---|---|
| 1. Ma. Mitzi V. Mangwag | Chairperson, Audit Committee/
Board Member – Millers' Representative |
| 2. Jay Andrew T. Adrias | Manager III – Internal Audit Department |
| 3. Sarah Jean P. Clemente | Internal Auditor V – OAD |
| 4. Atty. Jose Fernando B. Cuenca | Attorney V |
| 5. Resty D. Reaño | Budget Officer IV |
| 6. Emelyn B. Manalo | Project Evaluation Officer IV |
| 7. Marieliz M. Siman | Sr. SPRO |
| 8. Tristan Jason D. Bolor | Internal Auditor III – FAD |

I. Call to Order

The meeting, whose attendees consist only from the Internal Audit Department and Fact-Finding Committee, started at 9:20 AM. Opening prayer led by Ms. Clemente.

II. Agenda

The following agenda were taken-up as per MEMO-ACOM-2023-Oct-001 dated October 10, 2023:

1. Progress update for the **Audit on Adopt a Small Sugarcane Farming Family** case review for endorsement to the Administrator; and
2. Other matters.



Audit Committee Meeting – October 12, 2023

BAGONG PILIPINAS



Management System
ISO 9001:2015

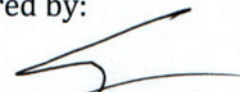
www.tuv.com
ID 9105085567



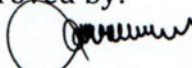
V. Adjournment

There having no other matters discussed, the meeting adjourned at 11:00 AM.

Prepared by:


TRISTAN JASON D. BOLOR
Secretariat – Audit Committee
Internal Auditor III – FAD

Approved by:


MA. MITZI V. MANGWAG
Chairperson – Audit Committee
Board Member – Millers’ Representative



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336
Website: <http://www.sra.gov.ph>
Email Address: srahead@sra.gov.ph
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-ACOM-2023-Dec-002

MINUTES OF AUDIT COMMITTEE MEETING

December 12, 2023

SRA Board Room, North Ave, Quezon City

Attendance:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Ma. Mitzi V. Mangwag 2. Jay Andrew T. Adrias 3. Sarah Jean P. Clemente 4. Tristan Jason D. Bolor | <p>Chairperson, Audit Committee/
Board Member – Millers' Representative
Manager III – Internal Audit Department
Internal Auditor V – OAD
Internal Auditor III – FAD</p> |
|--|---|

I. Call to Order

The meeting, whose attendees consist of officers and personnel from the Internal Audit Department started at 1:30 PM. Opening prayer led by Ms. Clemente.

II. Agenda

The following agenda were taken-up as per MEMO-ACOM-2023-Dec-001 dated December 6, 2023:


1. RPGIAM Updates
2. Planned Audits for 2024
3. Updates on IAD current undertakings; and
4. Other matters.



V. Adjournment


There having no other matters to be discussed, the meeting adjourned at 3:00 PM.

Prepared by:



TRISTAN JASON D. BOLOR
Secretariat – Audit Committee
Internal Auditor III – FAD

Approved by:



MA. MITZI V. MANGWAG
Chairperson – Audit Committee/
Board Member – Millers' Representative