



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336

MEMO-IAD-2018-Aug-004

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**SPECIAL ORDER NO. 261**  
Series of 2018

### COMPOSITION OF SRA AUDIT COMMITTEE

Pursuant to GCG Memorandum Circular No. 2012-07 (Code of Corporate), the following shall constitute the **SRA AUDIT COMMITTEE** composed of **at least one (1) Board Member** as Chairman, and **three (3) auditors** as members which shall have the background and knowledge in audit, accounting or finance disciplines.

**CHAIRMAN:**      **ATTY. ROLAND B. BELTRAN**  
Board Member

**MEMBERS:**      **LUIS M. MARAJAS**  
OIC-Deputy Administrator for Administrative  
and Finance

**ATTY. IGNACIO S. SANTILLANA**  
OIC-Legal Department

**ERLINDA J. ABACAN**  
Chief, Accountant

**JAY ANDREW T. ADRIAS**  
Internal Auditor III

**SECRETARIAT:**   **SARAH JEAN V. PANGAROTAN**  
Internal Auditor II

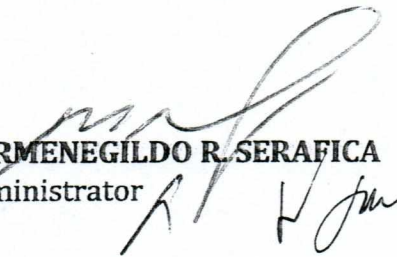
**ANNE NESTY L. MIRA**  
Clerk III

Consistent with Section 18(c) of SRA Manual of Corporate Governance, the following are the **duties and responsibilities of the Audit Committee:**

1. *Oversee, monitor and evaluate the adequacy and effectiveness of SRA's internal control system, engage and coordinate with the Commission on Audit and other external auditors;*

2. *Review and approve audit scope and frequency, and the annual internal audit plan, quarterly, semi-annual and annual financial statements before submission to the Board, focusing on changes in accounting policies and practices, major judgmental areas, significant adjustments resulting from the audit, going concern assumptions, compliance with accounting standards, and compliance with tax, legal, regulatory and COA requirements;*
3. *Receive and review reports of external auditors and regulatory agencies, appropriate corrective actions have been taken to address the issues on control and compliance functions with other regulatory agencies;*
4. *Ensure that the internal auditors have free and full access to all SRA's records, properties and personnel relevant to, and required by its functions and that the internal audit activity shall be free from interference in determining its scope, performing its work and communicating its results: and*
5. *Develop a transparent financial management system that will ensure the integrity of internal control activities throughout SRA through a procedures and policies handbook that will be used by the entire organization.*

For your information and guidance.

  
**HERMENEGILDO R. SERAFICA**  
Administrator