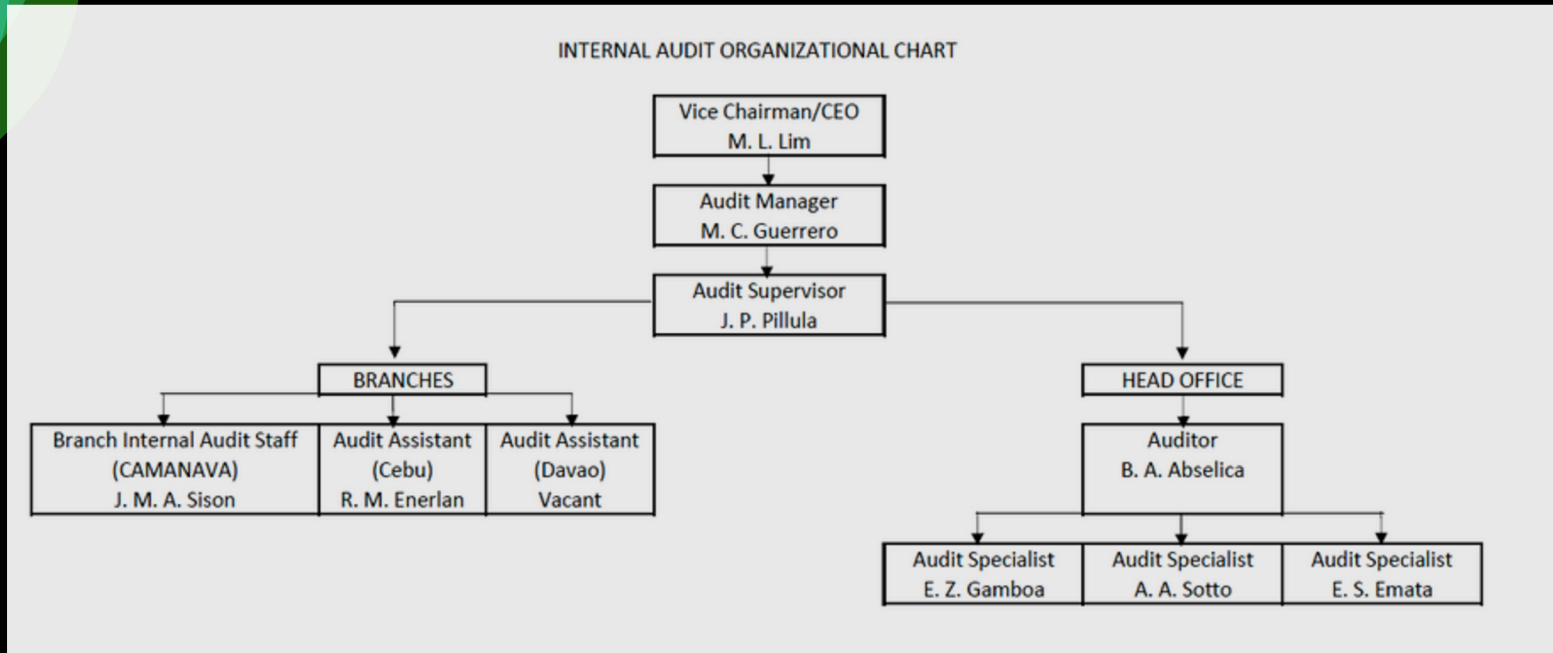


INTERNAL AUDIT

Travellers Insurance & Surety (TRISCO) Corporation



Internal Audit Department

Internal Auditing is an independent, objective assurance and consultation activity designed to improve the operations of an organization. It helps organizations achieve their goals by providing a systematic and disciplined approach to evaluating and enhancing the effectiveness of risk management, control and governance processes. Provide an unbiased and objective perspective.

INTERNAL AUDIT

Travellers Insurance & Surety (TRISCO) Corporation

Duties and Responsibilities of Internal Auditor

- Should look into the internal controls and compliance such as but not limited to: accountable forms control for the unused and used forms, collections, and recording of the premiums including premium rates, charges, and commissions.
- To check and verify the cash registers such as cash position report, cashier's receipts, cash and balance from the PCF, RF & commissions, fund & claims fund accounts being maintained by the branch and service office, as well as Head Office accounts (cash on hand and cash deposits).
- Prepares audit reports and provides necessary recommendations, such as improvements and solutions based on the audit findings. This includes positive and negative observations/findings during the spot audit.
- Performs special projects and management requests as may deemed necessary.