

CIA SELF REVIEW PROGRAM With Personalized Guidance

PROGRAM INFORMATION

Duration: Customized to needs of participant

Knowledge Level: Intermediate

Competency: Based on CIA Exam Syllabus

Delivery Format:

- Self Study Modules
- Practice Questions
- Review Notes
- Online Mock Exam
- Sit-in attendance in public run or online Zoom CIA review sessions (optional)
- Link to recordings
- Continuous guidance and mentoring until the participant will pass the CIA exam

Position Level: Internal Auditors and other non-audit personnel interested in attaining the CIA certification

ABOUT THE CIA

The Certified Internal Auditor is the premier certification offered by the Institute of Internal Auditors (IIA). CIA candidates should fulfill requirements related to education, experience and ethics, among others. CIA candidates are expected to:

- Possess current knowledge of The IIA's International Professional Practices Framework (IPPF) and demonstrate appropriate use.
- Be able to perform an audit engagement with minimal supervision in conformance with The IIA's International Standards for the Professional Practice of Internal Auditing.
- Be able to apply tools and techniques to evaluate risks and controls.
- Demonstrate knowledge of organizational governance.
- Apply knowledge in business acumen, IT & management needed for internal auditing.

For more information, please visit the IIA website and read the Certification Candidate Handbook.

PROGRAM DESCRIPTION

The **CIASP CIA Self Review** Program is a unique and intensive program that will prepare the participants to hurdle the CIA examination. This program is designed to be flexible and adaptable to the needs of the participant. It is ideal for participants who do not have the time and availability to be physically present in a full-length Saturday-session regular CIA review program. This would also benefit individuals whose learning styles are more suited to individual pacing with personalized guidance from experienced mentors.

The program features are:

- Comprehensive content and methodology based on the CIA exam syllabus;
- Strong line-up of experienced mentors and subject matter experts who are also toppers in the CIA, CPA and CISA exams;
- Highly effective reading materials, practice questions, review notes and mock exams. This will be sent online through email; practice questions can also be accessed online.
- Coaching and mentoring assistance up to the successful completion of the CIA journey. This can be conducted online (email, messaging; Zoom meeting), through calls or scheduled sit-down consultation sessions.

The CIASP Program has already produced successful CIA examinees.

REGISTRATION

To register, please consider either of the following options:

- Option 1: Please visit CIASP website, www.ciasp.com.ph. Click on the "Register" button for the **CIA Self-Review Program**. You will be directed to an online Google form. Please fill in your details on the form and click 'Submit.' We will acknowledge your registration as soon as practicable.
- Option 2: You can email or communicate with us through information@ciasp.com.ph and/or centerforinternalauditservices@gmail.com. Please provide your full contact details (full name, email address, office phone, mobile phone, organization and designation).

We will provide billing invoice, as needed, upon receipt of the registration. We will inform you of the fees to be paid and the payment instructions.

FEES AND PAYMENT DETAILS

- The fee can be paid per part or for the whole package.

	Fee Per Part	Fee for Whole Package
Part 1	10,000.00	30,000.00
Part 2	10,000.00	
Part 3	12,000.00	

- *Above fees may be subject to change with appropriate notice.*
- The fee is inclusive of 12% VAT. If your company is VAT exempt, please provide the appropriate document.

- The fee does not include third-party reference materials such as e-books and online test question databank sold by third-party providers on their websites. The fee does not also include those charges that have to be paid directly by the participant to the Institute of Internal Auditors (e.g. CIA application fee, IIA membership fee, exam part fee).
- Payment for this CIA Self Review Program can be made in **cash or check**.
- Payment should be deposited to any BPI branch. It can also be done through online funds transfer (e.g. PesoNet, GCash, PayMaya, InstaPay, bank wire transfer, etc.). CIASP bank account details are:
 - Bank of the Philippine Islands (BPI)
 - Current Account Number: 1621-0070-72
 - Account Name: Center for Internal Advisory Services Philippines Inc
 - SWIFT Code/BIC: BOIPHMM
 - For check payment, please make it payable to the account name.
 - If GCash, payee name: Ciasp; Account number: 1621007072; Bank: BPI
- Payment through **credit card or debit card** (Mastercard, Visa, Amex) through Paypal also accepted.
- Please email scanned copy or picture of deposit slip or online transfer form so we could confirm and issue official receipt.
- Upon confirmation of payment, we will provide notice for the start of the program and implement the program mechanics.

PROGRAM MECHANICS

- The Self Study Modules will be released in phases or in sequence.
- For example, in Part 1, there are nine modules composed of:
 - One Preliminary Module (i.e. covering the introduction and information on the exam)
 - Eight Subject Modules (i.e. covering the topics in the exam syllabus)
- We will first release the Preliminary Module. After this, we will release Module 1.
- Each Self-Study Module is composed of:
 - Study Instructions
 - Theory folder (references, reading materials, and video recording)
 - Practice folder (practice questions); or link to the Google form
 - Learning Assistance Page (where you can input your questions and clarifications that we can answer)
- You will complete each module by reading the references, listening to video recordings and answering the practice questions.
 - We estimate about one week to complete each module.

- For example, in Part 1, since there are eight modules, you can complete this in about eight weeks or two months. However, this is only an estimate as the actual pacing will depend on you.
- We will provide analysis of your test results and areas for improvement after each module, as applicable.
- We will release the next module (e.g. Module 2) only after you have completed the previous module (e.g. Module 1).
- For queries and clarifications on the topics, you can do this through:
 - Email
 - Call
 - Zoom meeting
 - Scheduled sit-down consultations (as applicable, to be done in Makati)
 - Sit-in, for free, in our regular in-person CIA review classes or online review class
- After you complete all the Self-Study Modules for each Part, we will provide a Progress Report so you will have an idea on your readiness for the exam and the areas for improvement.
- You can then move to the final phase of the exam preparation through:
 - *Review Notes*. These are summaries of the key concepts, with matching questions, for better memory retention and sharper analysis of the exam questions.
 - *Short Tests*
 - *Mock Exam*
 - *Final Progress and Status Report*. This will give you the final pointers and areas to focus on before taking the exam.

CONTACT DETAILS

Email: information@ciasp.com.ph or centerforinternalauditservices@gmail.com

Website: www.ciasp.com.ph

Landline: (63-2) 87887928

Mobile: 0915-7068046

PROGRAM MODULES

Each Part is divided into several Self-Study Modules. Part 1 should ideally be completed in 7 to 8 weeks. The same duration also applies to Part 2. For Part 3, this may take ideally 10 to 12 weeks. It is recommended that the participant take the Parts 1 and 2 exams after completing the self-review for these parts. After taking the Parts 1 and 2 exams, the participant can then proceed to the Part 3 review.

The actual plan and approach, however, will depend upon the customized needs of the participant. This will be documented or monitored through the Self-Study Plan and Guide.

Module	Description	Topics
Preliminary	Orientation	<ul style="list-style-type: none"> • Orientation on the CIA Exam • Orientation on the Self-Review Program • Overview on the International Professional Practices Framework (IPPF)
1	Part 1 Mandatory Guidance	<ul style="list-style-type: none"> • Foundations of Internal Auditing <ul style="list-style-type: none"> ○ Mission, Core Principles, Code of Ethics ○ Purpose, Authority, Responsibility; IA Charter ○ Assurance and consulting
2	Part 1 Mandatory Guidance	<ul style="list-style-type: none"> • Independence and Objectivity <ul style="list-style-type: none"> ○ Organizational ○ Individual
3	Part 1 Mandatory Guidance	<ul style="list-style-type: none"> • Proficiency and Due Professional Care <ul style="list-style-type: none"> ○ Knowledge, skills and competencies ○ Due professional care ○ Continuing professional development
4	Part 1 Mandatory Guidance	<ul style="list-style-type: none"> • Quality Assurance and Improvement Program <ul style="list-style-type: none"> ○ Elements of QAIP ○ Reporting on the program ○ Disclosure on conformance / non-conformance
5	Part 1 Governance, Risk and Control	<ul style="list-style-type: none"> • Organizational governance and culture • Ethics and compliance • Corporate social responsibility
6	Part 1 Governance, Risk and Control	<ul style="list-style-type: none"> • Risk management concepts and process • Risk management frameworks • Internal audit role in risk management
7	Part 1 Governance, Risk and Control	<ul style="list-style-type: none"> • Internal control concepts • Internal control frameworks • Effectiveness and efficiency of controls
8	Part 1 Fraud	<ul style="list-style-type: none"> • Fraud risks / Types of fraud • Fraud red flags • Fraud prevention and detection • Forensic auditing overview

Module	Description	Topics
1	Part 2 Managing the Internal Audit Activity	<ul style="list-style-type: none"> • Internal Audit Operations <ul style="list-style-type: none"> ○ Policies and procedures ○ Administrative activities • Reporting to Senior Management and the Board
2	Part 2 Managing the Internal Audit Activity	<ul style="list-style-type: none"> • Risk Based Internal Audit Plan <ul style="list-style-type: none"> ○ Sources of potential engagements ○ Risk management framework ○ Types of assurance and consulting engagements ○ Coordination and reliance with OAP
3	Part 2 Planning the Engagement	<ul style="list-style-type: none"> • Planning the Engagement <ul style="list-style-type: none"> ○ Objectives, criteria and scope ○ Identification of key risks and controls ○ Engagement procedures ○ Resource management
4	Part 2 Performing the Engagement	<ul style="list-style-type: none"> • Information Gathering <ul style="list-style-type: none"> ○ Tools (Walkthrough, interviews, observation) ○ Checklists, questionnaires ○ Sampling
5	Part 2 Performing the Engagement	<ul style="list-style-type: none"> • Analysis and evaluation <ul style="list-style-type: none"> ○ Qualities of audit evidence ○ Analytical approaches and process mapping ○ Analytical review techniques ○ Documentation / workpapers ○ Engagement conclusions
6	Part 2 Performing the Engagement	<ul style="list-style-type: none"> • Analysis and evaluation <ul style="list-style-type: none"> ○ Computerized audit tools and techniques ○ Application controls
7	Part 2 Communicating Engagement Results	<ul style="list-style-type: none"> • Communicating engagement results <ul style="list-style-type: none"> ○ Preliminary communication ○ Qualities of communication ○ Formulating recommendations ○ Engagement communication and reporting process ○ Assessment of residual risk ○ Communicating acceptance of risk
8	Part 2 Monitoring; Performing the Engagement	<ul style="list-style-type: none"> • Monitoring progress <ul style="list-style-type: none"> ○ Assess engagement outcomes ○ Monitor and follow-up disposition of audit results • Engagement supervision <ul style="list-style-type: none"> ○ Key activities in supervising engagements

Module	Description	Topics
1	Part 3 Business Acumen	<ul style="list-style-type: none"> • Organizational Objectives, Behavior, Performance <ul style="list-style-type: none"> ○ Strategic planning ○ Performance measures ○ Organizational behavior ○ Management effectiveness
2	Part 3 Business Acumen	<ul style="list-style-type: none"> • Organizational Structure and Business Processes <ul style="list-style-type: none"> ○ Risk and control implications ○ Project management techniques ○ Contracts
3	Part 3 Business Acumen	<ul style="list-style-type: none"> • Data Analytics <ul style="list-style-type: none"> ○ Data types and governance ○ Data analytics methods
4	Part 3 Information Security	<ul style="list-style-type: none"> • Information Security Concepts <ul style="list-style-type: none"> ○ Physical security control ○ Authentication and authorization ○ Information security controls (e.g. encryption, firewalls, antivirus)
5	Part 3 Information Security	<ul style="list-style-type: none"> • Information Security Concepts <ul style="list-style-type: none"> ○ Data privacy ○ Emerging technology practices ○ Cybersecurity risks
6	Part 3 Information Technology	<ul style="list-style-type: none"> • Application and System Software <ul style="list-style-type: none"> ○ Systems development life cycle ○ Database ○ Software systems
7	Part 3 Information Technology	<ul style="list-style-type: none"> • IT Infrastructure and IT Control Frameworks <ul style="list-style-type: none"> ○ IT infrastructure and network concepts ○ Operational roles of network administrator, database administrator and help desk ○ IT control frameworks (e.g. COBIT, ISO 27000) • Disaster Recovery
8	Part 3 Financial Accounting and Finance	<ul style="list-style-type: none"> • Financial accounting concepts: basic and advanced • Financial analysis • Revenue cycle, current asset management, etc. • Capital budgeting, basic taxation, transfer pricing
9	Part 3 Managerial Accounting	<ul style="list-style-type: none"> • Management accounting concepts (e.g. cost-volume-price analysis, budgeting) • Costing system (e.g. variable, absorption, standard) • Various costs and their impact in decision making

PROFILE OF CIASP RESOURCE POOL

POL B. MIRAFUENTES

Pol has more than 30 years' professional work experience, mainly in the power and energy industry, with extensive exposure in internal auditing, planning and budgeting, and financial analysis. He has also taught several subjects in the CIA review program, in-house training, and public-run seminars.

He previously served the professional organization, the Institute of Internal Auditors Philippines (IIAP), from 2010 to 2014. He served in various capacities such as Chairman of the Professional Development Committee, Chairman of Technical Standards and Research Committee, and Chief Operating Officer.

In January 2015, Pol, together with some colleagues, established the Center for Internal Advisory Services Philippines Incorporated (CIASP). They envisioned it to be a platform for internal audit services. Since then, CIASP has worked with a number of private corporations, government agencies, professional and non-profit organizations to deliver internal audit training and consultancy services under a governance framework.

Pol is also CIA topnotcher, a William S. Smith Certificate of Excellence awardee (Global Top 5) in the November 2006 exam.

JAY LORD E. ZAFRA, CPA, CIA

Jay Lord is the Head of Financial Planning and Accounting for Philip Morris International (PMFTC). His previous positions at PMFTC are Controller, Senior Manager for Sales Finance and Internal Controls Manager where he was responsible for evaluating internal controls and recommending process improvements across different functions such as distribution and sales.

Prior to this, Jay Lord was the Global Procurement Analytics Group Manager of The Coca Cola Company Bottling Investments Group. He led a team which performed the procurement project/initiative analyses for 16 countries globally. He also led in developing processes and improvements to Global Procurement operations and setting tools and systems for data collection and repository.

He was also with Procter and Gamble as the Sales Finance Manager (Philippines), Regional Supply Chain Finance Manager (Singapore), Internal Audit Senior Controls Manager (Global Internal Audit), and Product Supply Finance for BabyCare and FemCare (Philippines).

He is also a former auditor of Punongbayan & Araullo and a CPA Reviewer of CPAR Cebu. Jay Lord is a graduate of BS Accountancy at University of San Jose Recoletos with the highest honor of Summa Cum Laude. He also ranked 3rd place in the May 2007 CPA Licensure Examination.

ERIC EMMANUEL P. EBRO, CPA, CIA

Eric is the Assistant Vice President for Supply Chain Finance for Jollibee Inc. He was also the Senior Manager for Supply Chain Finance for Del Monte Philippines. He was with Procter and Gamble (P&G) as Global Internal Audit Senior Controls Analyst.

At P&G, he was responsible on delivering the Risk Assurance plan for the Product Supply Audit Operations of Asia & EMEA (Europe, Middle East & Africa) by providing innovative risk management solutions at benchmark value through audit and consulting engagements, and conducting exploratory work on non-conventional risk areas. He also became the Product Supply Finance Manager and Customer Team Finance Manager of Procter & Gamble PTE Asia Ltd.

He regularly teaches on the topic on Audit Tools and Techniques and Business Process in the CIA Review Program. He also conducts in-house training on standardized work process, quality tools and root cause analysis.

KRISTY ABELLO, CISA, PMP

Kristy is a Senior IT Manager in a multinational company. She is leading IT Projects with Regional and Global scope. She previously spent five years in Internal Audit with expertise in Global Resource Planning, IT Audit and Consulting. Kristy also has years of experience in application management and project management for Business Intelligence applications. She holds a PMP and CISA Certification and was one of the CISA topnotchers in 2013.

Kristy is a Corporate Trainer for Effective Communications and Project Management. She has taught these seminars to audit staff, managers and executives. She has also delivered various talks on communication and project management to several organizations.

RIZZA DE LOS REYES-CRESENCIO, CPA, CIA, MBA

Rizza is a Senior Manager for Global Business Services of Procter and Gamble (P&G). She was previously the Senior Manager of Global Internal Audit handling Stewardship and SOX Compliance. She is a highly-experienced audit and finance professional handling various roles in P&G Internal Audit, Capital and Fixed Assets Accounting, Procure to Pay, and Financial Services and Solutions.

She was a professor at the Assumption College and De La Salle University. She is a Certified Public Accountant, Certified Internal Auditor and holds an MBA from the Ateneo Graduate School of Business.

ALEJANDRO “ALLAN” A. PALACIO, CPA

Allan has extensive and diversified experience with the top professional firms. His passion for teaching and developing seminar courses led to the conduct of best-selling seminars on various topics. He is a highly sought-after speaker by various organizations. He had previous speaking engagements with PICPA, ACPACI, ISACA Manila, IIAP, Center for Global Best Practices, Grant Thornton Vietnam and Cambodia, ACCA Vietnam, and IDG Cambodia.

Allan was also the Chief Financial Officer of a publicly listed firm with businesses in the energy and property development sector. Allan also served as the Professional Development Manager of IIA Philippines in 2014. Prior to this, he was with Grant Thornton Vietnam as Senior Manager for Advisory Services where he established the firm’s Business Risk Services practice focusing on enterprise risk management, IT services, fraud and forensic, internal audit and consulting. He was also with Grant Thornton Philippines (Punongbayan and Araullo) as Managing Consultant and with Arthur Anderson Philippines (Sycip Gorres & Velayo) as Audit Associate. His diversified experience in delivering advisory services to various companies in USA, Cambodia, West Bank Gaza, Afghanistan, Bolivia, Haiti, Angola, Vietnam, Lao, Diego Garcia and Philippines, and in different industries, provided him with a unique perspective that he can share with the clients.

Allan is also a board topnotcher - 6th place in the May 2003 CPA exam. He continues to keep in touch with the academe by being a CPA review lecturer at Philippine School of Business Administration – Quezon City.