

TO: HIS EXCELLENCY, THE REVEREND MEMBERS OF THE CLERGY, MEN AND WOMEN RELIGIOUS AND THE LAITY OF THE ARCHDIOCESE OF SAN FERNANDO, PAMPANGA

RE: FIRST ARCHDIOCESAN ASSEMBLY OF PARISHES / SHRINES / INSTITUTIONS INTERNAL AUDITORS OR REVIEWERS OF FINANCIAL REPORTS

Date: 22 March 2025 (Saturday 7:30 AM to 1:00 PM)

Venue: Arzobispado Old Chapel, San Jose, City of San Fernando, Pampanga

Theme: “The Role of the Internal Auditor in the Church’s Stewardship Spirituality”

Greetings of Grace and Peace!

On 22 March 2025 (Saturday), we shall have the first archdiocesan gathering of our respective officially designated internal auditors/financial reviewers who render regular audit of the parish/shrine/institution financial reports prior to the monthly submission of these reports to the Finance Department and Audit Department of the Archdiocese. The objectives of the gathering are to show appreciation of our archdiocesan audit resources, to optimize the ministry of audit services, and to continue journeying together toward the accomplishment of our common goals.

Please see the attached framework and program flow.

Kindly submit the name and contact details of your respective internal auditor to our Archdiocese Internal Auditor, Ms. Belina S. Katigbak through the following: katigbakbelina@gmail.com, or Belina Singian Katigbak (Messenger), or at 0932-672-7167 (Sun), and 0995-478-2136 (Globe).

Santo Cristo del Perdon y Caridad – pakaluluan mu kami. Virgen de los Remedios, Indu ring Capaldanan, Tula ring Capampangan, Talayingat ning Arkidiocesis – ipanalangin mu kami.
Thank you for the kind attention, I remain

One with you as a servant to the servants of the Gospel,

(Sgd.) ✱ FLORENTINO G. LAVARIAS, D.D.

Archbishop of San Fernando
Pampanga

(Sgd.) REV. FR. DANNY Q. NACPIL
Chancellor

04 February 2025

THE ROMAN CATHOLIC ARCHDIOCESE OF SAN FERNANDO
City of San Fernando, Pampanga

2025 ARCHDIOCESAN ASSEMBLY OF INTERNAL AUDITORS

A BRIEF BACKGROUND AND THE RATIONALE OF THE GATHERING:

The internal auditor plays a crucial role in the Stewardship Spirituality of the Church. This spirituality in the Archdiocese of San Fernando is embodied in the “Transparency, Accountability, and Openness to the saving acts of God” or TAO advocacy of our Archbishop, Most Rev. Florentino G. Lavarias D.D., Archbishop of San Fernando, Pampanga. The internal auditor, while exercising independence and objectivity, provides a ministry of collaboration with the finance administration of the parishes and institutions by way of helping in the improvement of operations toward the accomplishment of the “TAO”. The internal auditor does a systematic and disciplined approach in evaluating the effectiveness of processes, particularly in the areas of risk management, control, and governance. (*Adapted from the IIA Definition of Internal Auditing*)

The 2025 first archdiocesan gathering of internal auditors of the 96 parishes and 2 shrines intends to live the synodal mission of journeying together in the spirit of “Communion, Participation, and Mission”. This event, anchored on this mission, seeks to put our acts together in the service of the church. The objectives of the assembly are to show appreciation of our archdiocesan audit resources, to optimize the ministry of audit professional services, and to continue journeying together toward the accomplishment of our common goal.

PARTICIPANTS:

Official parish/shrine/institution auditor who reviews the parish/shrine/institution monthly financial reports before submission to the Finance Department and Audit Department of the Archdiocese of San Fernando, Pampanga.

METHODOLOGY:

A) Appreciative Inquiry Workshop with written output

The “Appreciative Inquiry Process” workshop is conducted to bring to the fore the milestones in the respective audit responsibilities, to draw inspiration from the driving forces, to gather thoughts regarding what needs to be improved or the hindering factors, and to learn from our best practices. The lessons that we would learn from varying experiences will serve as invaluable tools and references toward the performance of tasks necessary in the transfer assignments of our pastors this coming May 2025.

B) Conversation in the Spirit (4 to 6 per group)

Topic: Internal Audit in the Light of the Ministry

1st round: “What are my personal thoughts and feelings about my ministry as auditor in the parish/shrine/institution?”

2nd round: “What did I hear from others during the 1st round that resonates or contrasts with my perspective or experience?”

3rd round: “Where is the Holy Spirit leading us? What steps forward do we need to take?”

C) Processing of the workshop output

1. Building on our Milestones
2. Appreciation of the Driving Forces
3. Understanding and Conquering the Restraining Forces

D) Discerning: Steps Forward - What to Continue Doing, Start Doing, and Stop Doing?

PROGRAM ON MARCH 22, 2025 (SATURDAY)

THEME: “*THE ROLE OF THE INTERNAL AUDITOR IN THE CHURCH’S STEWARDSHIP SPIRITUALITY*”

Time	Activity	In-Charge	Resources Needed
7:30 am	Preliminaries: Registration Opening Prayer	Elsa/Janel Fr. Pete	Attendance Sheet
8:00 am	Welcome Remarks and Statement of Purpose	RCA	
8:30 am	Briefing: Appreciative Inquiry Process (AIP) and Reflection	BSK	Small Groups & Facilitators
9:15 am	Conversation in the Spirit (CS): Briefing, and Doing the CS	BSK	
10:00 am	Health Break		
10:15 am	Preparation and Small Group Presentation – Round 3 CS	Facilitators	Group work
10:45 am	Discerning & Resolution Making: “Steps Forward” & Plenary presentation	Lead Facilitator	Workshop output
11:30 am	Reaction & Convergence: RCA, Audit Head, Oeconome & Assistant	BSK	Consolidated Proposals
11:55 am	Closing Prayer and Blessing	RCA	
12:00 nn	Lunch		

U.I.O.G.D. (1 Peter 4:11)