

**[ OMB, October 12, 2010 ]**

**OFFICE OF THE OMBUDSMAN – COMMISSION ON AUDIT JOINT  
MEMORANDUM CIRCULAR ON CASE RECORDS MANAGEMENT  
SYSTEM**

Pursuant to the Memorandum of Agreement ("MOA") between the Office of the Ombudsman ("OMB") and the Commission on Audit ("COA") signed on 16 July 2010, the following guidelines are hereby issued to ensure the effective management of fraud audit case records and unhampered access thereto.

**I. Objectives**

The OMB-COA Case Records Management System ("CRMS") intends to:

1. Establish a case monitoring unit within the OMB and the COA that will be tasked to collect, monitor, safe-keep, and maintain a complete, updated, and reliable information relative to fraud audit cases;
2. Conduct a simultaneous inventory of all fraud audit cases;
3. Ensure prompt availability of records or evidence essential to the functions of OMB and COA;
4. Submit periodic reports on the status of fraud audit cases, with full disclosure between COA and OMB, observing the rules of confidentiality of the respective agencies;
5. Establish a case-tracking system that will capture all information necessary for efficient and effective monitoring; and
6. Establish an efficient, effective and secure electronic data and records management system taking into consideration the provisions of Republic Act No. 8792 (Electronic Commerce Act), its implementing rules and regulations, and the Rules of Electronic Evidence (A.M. No. 01-7-01-SC) of the Supreme Court.

**II. Case Monitoring Unit ("CMU")**

The Field Investigation Office ("FIO") is hereby designated as the case-monitoring unit of fraud audit cases of the OMB, and which shall receive and record all documents relative thereto.

The Fraud Audit and Investigation Office ("FAIO") is hereby designated as the case monitoring unit of the COA, and which shall receive, process and take custody of fraud audit cases, furnishing copies thereof to the appropriate units and offices of the COA.