


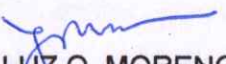

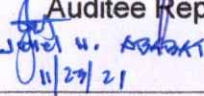


## GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date: October 01, 2021	Audited Area/Department: Eco-FARMI		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
	<p>The Institute has already accomplished 100% of its targets in terms of areas in Instruction, Research and Extension as of June 30, 2021.</p> <p>The Office has created a google form for evaluation of the results of Pre and Post-test training assessment forms, however some items need improvement.</p>	Reformulation / Rephrase of the questions provided in the Pre and Post - Test Training Assessment forms for better understanding and to avoid farmers' confusion.	December 2021	GRA	To be done
FARMI-OFI-21-01	Prepare a Staff Development Plan especially that there is a newly hired administrative employee.	conduct Staff Development Plan meeting, including the newly hired administrative.	January 2022	Director and Staff	To be done
FARMI-OFI-21-02	Formal turnover of documents should be made aside from the conduct of meeting; to trace transfer of responsibilities and to safeguard the different equipment of the office.	Submission of the turn over documents for the proper turn over of the responsibilities from the Director, who is on sabbatical leave to the officer-in-charge, including the	November 2021	Dr. Ramel B. Amecin	On-going



<b>FARMI-OFI-21-03</b>	All the regular employees have signified their targets for CY 2021, however their semestral accomplishments (January to June 2021) were not presented in the prescribed IPCR form.	different equipment in the office to be safeguarded  submission and approval by the higher supervisors of IPCR and OPCR accomplishments of the unit from January to June 2021.	November 2021	Admin. Aide and Messenger	On-going
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Prepared by:	Reviewed by:	Acknowledged by:
 LOUELLA CHAN-AMPAC Internal Quality Auditor	 LUZ O. MORENO IQA Lead Auditor	 DHENBER C. LUSANTA Auditee Representative
Date: November 22, 2021	Date: November 22, 2021	Date:  11/29/21