

GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST



Audit No. : 03		Audit Date: October 5, 2021	Audited Area/Department: Office of the Head of Records and Archives		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
REC-OFI-21-01	Ensure constant capability build-up of personnel through attendance /participation of trainings organized by NAP and POAP.	Recommend ^{staff to} regularly attend trainings organized by NAP/POAP annually	2nd & 3rd quarter of 2022	OHRA staff	Ongoing
REC-OFI-21-02	Full utilization of the office E-records system which is interconnected to the HRMIS.	Fully implemented and utilized in the request for information/record	Already implemented since Oct. 2020	OHRA staff	Completed
REC-OFI-21-03	Request additional office budget for office operation and equipment.	Submit request for additional budget for office operation & equipment	December 2021 1st quarter 2022	Head, OHRA	Ongoing

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

REC-OFI-21-04	Follow-up the NAPB for request of additional office personnel.	Submit request to committee for additional personnel	1st quarter 2021	Head, OTRPA	Ongoing
REC-OFI-21-05	Ensure to have proper/actual disposal of 2019 and 2020 records and coordinate/follow up with national office.	As per advised from NAP officials, the disposition of record for CY 2019 & 2020 will be held in abeyance until further notice. Coordinate with NAP's official buyer in the disposal of 2019 & 2020 records	1st quarter 2021	OTRPA staff 1	Ongoing
Prepared by:		Reviewed by:	Acknowledged by:		
 MARIA ELSA M. UMPAD Internal Quality Auditor		 LUZ O. MORENO IQA Lead Auditor	MA. ROBERTA S. MIRAFLORES Auditee Representative		
Date: November 22, 2021		Date: November 22, 2021	Date: 11-24-2021		