







GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date: October 05, 2021	Audited Area/Department: Supply & Property Office		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
Positive Observation	The office presented an updated organizational structure that includes all new employees and the list employees not connected with the office.				
SPO-OFI-01	Ensure to align the IPCR of the employees to the OPCR (Re: inventory taking per department vs. per employee)	Go over the OPCR and IPCR and determine the changes to be done in the next performance evaluation period (January - June 2022 OPCR/IPCR Target Accomplishment)	Dec. 1, 2021	Unit Head / SPMO dBRC	For implementation
SPO-OFI-02	Consider to review the two (2) Quality Procedures (Disposal and Inventory Taking) to the VP level for eventual inclusion of the QPs of the office.	<ul style="list-style-type: none"> Submitted the two (2) Quality Procedure: <ul style="list-style-type: none"> a.) Disposal of VSU Unserviceable Properties b.) VSU Physical Inventory Taking and Tagging For review by the Vice-President for Administration and Finance. 	Nov. 11, 2021	Unit Head and SPMO dBRC	For review by the Vice-President for Admin. & Finance

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Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

