



## GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No.: 03		Audit Date: October 08, 2021	Audited Area/Department: Office of the Head of Instrumentation and Laboratory Equipment		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
ILE-OFI-21-01	Ensure that all records related to ILE operations are systematically organized or filed.	Secure or fabricate Doc. Filers and cabinet for calibrated instrument and equipments.	End of Dec. 2021	RV. Dosdos LB. Ramos	
ILE-OFI-21-02	Ensure that all filers are properly organized, labeled, and easy to retrieve and the office is neatly organized. The office needs a major improvement in terms of 5s.	Re-arranged the office and make sure all docs are accounted and in a very conspicuous area of the office.		RV. Dosdos LB. Ramos	
ILE-OFI-21-03	Ensure that PDS/CV/PDF of ILE staff are securely filed in the ILE office.	<ul style="list-style-type: none"><li>Conduct meeting and require staff to file PDS/CV/PDF</li><li>Retained copies of the PDS/CV/PDF in the office.</li></ul>		RV. Dosdos LB. Ramos	

**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.