



GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date:	Sept 27, 2021	Audited Area/Department:	Department of Forest Science
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
DFS-OFI-21-01	Consider the submission of IPCRs during the deadline set by the University.	Inform the DFS Faculty and staff to submit and return the accomplished IPCR on time. IPCR of DFS Faculty and staff were already submitted after the ISO audit	Nov. 2021	DFS Head, Faculty and staff	Completed
DFS-OFI-21-02	Follow-up OVRPGAS re: submission of Wood Workshop proposal to DBM.	Write a follow-up letter addressed to Dr. Ferraren (OVRPGAS) about the status of the proposal submitted to DBM.	Dec. 2021	DFS Head	to be made
DFS-OFI-21-03	Follow-up the request of laptop for office use (or for emergency purposes of other department personnel).	Purchase request were made and submitted to concerned offices	Nov. 2021	DFS Head and on process dDRC	

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.

DFS-OFI-21-04	Follow-up the Instrumentation Unit of the University with regards to the submitted list of equipment for calibration.	Write a follow-up letter to the Head of Instrumentation for possible calibration of DFS Instruments	Dec. 2021	Head of DFS and Utility water	to be conducted
DFS-OFI-21-05	Follow-up QAC for the hardcopies of the PMs requested by the unit.	Have already submitted the Document Requisition Log to QAC.	Oct. 2021	dPRC	For pick-up
DFS-OFI-21-06	Repainting of the Forestry building and offices.	Make a request letter addressed to the University President for possible repainting of the DFS complex	Dec. 2021	Head, DFS	to be conducted

Prepared by:	Reviewed by:	Acknowledged by:
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Date: November 22, 2021	Date: November 22, 2021	Date: 11/23/2021