



VISAYAS
STATE UNIVERSITY

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GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date: October 08, 2021	Audited Area/Department: Department of Physics	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS		Status
		Action Items	Target Date	
DOP-OFI-21-01	Appointment of the Auditee and dDRC were presented Organizational structure of the university and the unit, and the QPS are posted outside the office Ensure that the unit has a file copy of the updated QMS manual.	Send a request letter to DDQA regarding the updated QMS manual.	December 2021	Department Head
DOP-OFI-21-02	Need to ensure that the unit files a copy of attendance to ISO awareness seminars. The unit has no file of the attendance sheet for all ISO awareness seminars attended by faculty and staff. The dDRC fails to get a photocopy of said documents from the Dept. of Mathematics (Dept. Of Physics and Dept. of Math were previously under the	Copies of attendance to ISO awareness will be photocopied from the Department of Mathematics and turnover of documents related to the Department of Physics will be done.	December 2021	Department Head of Physics and Mathematics/ dDRCs of Physics and Math

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.

	Dept. Of Math and Physics and the two departments was split last August 1, 2021).			
DOP-OFI-21-03	Late submission of OPCR and IPCR OPCR Jan-Dec. 2021 plans and targets date of approval is March 30, 2021; IPCR July-Dec 2020 accomplishments, approval at Dean's office is March 30 2021 and OVPAA is April 5, 2021.	Remind the DPhys Faculty and staff to submit the IPCR on time to ensure the timely submission of OPCR.	December 2021	Department Head/DPhys Faculty and staff/dDPC
DOP-OFI-21-04	Need to ensure that the dates when signatories signed the documents are indicated. OPCR Jan-June 2020-Accomplishment and OPCR Jan-Dec 2020 plans and targets have no dates of signing by the one who evaluated and approved.	Inform the dDPCs of the concerned offices.	December 2021	Department Head/DPhys staff/dDPCs
DOP-OFI-21-05	The budget allocation for the office is still with the Dept. of Mathematics.	Budget allocation for the Department of Physics will be on 2022.	2022	Office of the Director of Finance/Budget Office

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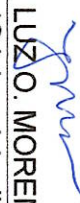


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DoP-OFI-21-06	Lacks laboratory rooms and facilities (table and chairs).	Send letter request to OVPAT for the additional laboratory rooms and facilities.	December 2021	Department Head/OVPAT	
DoP-OFI-21-07	There is no CR and sink for faculty and staff, and there no computer /laptop for the clerk/DDR.	Send letter request to OVPAT for the CR and sink. As for the computer/laptop for the clerk /DDR, process PRMP and purchase request	December 2021	Department Head/OVPAT Budget office DDR	
DoP-OFI-21-08	Need to ensure that filing of documents is organized so that it is easy to retrieve during audit.	Purchase additional ^{additional} folders and folders for the documents.	December 2021	Department Head/DDR	
DoP-OFI-21-09	Need to ensure that the unit should have a file copy of all relevant documents/records (photocopy documents from Dept. of Math) for filing (follow existing guidelines in handling of document. TPES files still in the Dept. of Math.	Copies of relevant documents/records will be photocopied from the Department of Mathematics and turnover of documents related to the Department of Physics will be done.	December 2021	Department Head Heads of Physics and Mathematics/ DDR's of Physics and Math, Physics Dept	

DoP-OFI-21-10	Department has no logo yet.	The proposed Ph.D. logo has been presented to WAOCC and was endorsed by the council for BOR approval	2022	Department Head/Deputy DRC	
DoP-OFI-21-11	No file of summary of faculty workload. IFW was forwarded to the office of College Dean for approval.	Ensure timely submission of faculty workload	2022	Department Head/DRC	
DoP-OFI-21-12	Consider to document consultation activity between faculty and student.	Inform the faculty to document consultation activity between faculty and student	December 2021	Department Head/DRC	
DoP-OFI-21-13	Ensure that the office has a copy of all relevant PMS and GLs. There is no file copy of PM-HRD-03 (FDP).	Copies of all relevant PMS and GLs are on file.	December 2021	Department Head/DRC	

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Prepared by:	Reviewed by:	Acknowledged by:
 LUZO. MORENO Internal Quality Auditor Date: November 22, 2021	 LUZO. MORENO IQA Lead Auditor Date: November 22, 2021	 REV RHIZZA L. AURE Auditee Representative Date: NOV. 23, 2021  REV RHIZZA L. AURE