



VISAYAS
STATE UNIVERSITY



**QUALITY
ASSURANCE
CENTER**

GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 05		Audit Date: September 27, 2023		Audited Area/Department: NSTP Office	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
NSTP-OFI-23-01	Old documents and records before the implementation of the QMS are filed inside a closed cabinet. Ensure to conduct an inventory of all old documents and records (before July 2019) and include it in the submission of NAP Form 1.	Conduct inventory of the old documents and include in the submissions of NAP Form.	Dec-15, 2023	Marlon V. Dampios	on-process
NSTP-OFI-23-02	The armory room and office supplies stock room are in one room. Suggest removing stock office supplies inside the armory room.	Identified specific area in the NSTP office where the office supplies from the armory room will be put or stock.	Dec. 15, 2023	Joy A. Bellen Marlon V. Dampios	on-process

INTERNAL QUALITY AUDIT OFFICE

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