



GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 05		Audit Date: September 26, 2023		Audited Area/Department: Ecological Farm Resources and Management Institute	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
ECOFARMI-OFI-23-01	Ensure to fill-up the vacated faculty positions	<ul style="list-style-type: none"> • Make a letter addressed to the president through the chairwoman of the Academic Personnel Board requesting a lower position than Professor VI in place of one of the Faculty members who has retired. • To resume the recruiting process since the APB chose to employ the candidate in first rank for DABE, and if we are going to justify it, he will also not be able to pursue it because of personal reasons. 	Nov. 15, 2023	Jerome O. Arribado	partially complied 11/26/24. To be completed if position is filled-up.
ECOFARMI-OFI-23-02	May consider to replace existing fluorescent tube into LED tube for energy efficiency and savings	<ul style="list-style-type: none"> • Make a letter addressed to the president through the chairperson of the APB requesting an item to open for a soil science specialist. • Make a job request to the Physical Plant Office 	Nov. 22, 2023	Jerome O. Arribado	
			Jan. 2024	Jerome O. Arribado	
			Dec. 1, 2023	Jerome O. Arribado Vanessa May B. Milan	



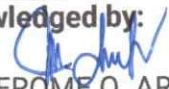
INTERNAL QUALITY AUDIT OFFICE

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ECOFARMI-OFI-23-03	May consider to replace non-inverter type aircon into inverter type aircon for energy efficiency and savings	Make a letter request to the OVPREI to allow the office to use the overhead funding source to purchase an inverter-type air conditioning unit. IF approved, make a PPMP and PR.	Jan. 15 ²⁰²⁴ 2023	Jerome O. Arribado Vanessa May B. Milan	
ECOFARMI-OFI-23-04	May consider to request servicing of water supply connection and piping specifically in the comfort room.	Submit a job request to the PPO for the repair and maintenance of the water supply connection and piping in the comfort room.	Nov. 20, 2023	Jerome O. Arribado partially Vanessa May B. Milan	Completed to be completed if PPMP is already has served To be completed when the repair maintenance request is served. 1/12/24
ECOFARMI-OFI-23-05	May consider to provide and request data filer and office table & chairs in the Director's office	The director will find a funding source that can be used for the purchase of the materials. Make a PPMP and PR for the materials to be used.	Feb. 15, 2024	Jerome O. Arribado Vanessa May Milan	Partially Completed 11/20/23 To be completed if data filer & office table & chairs are available 1/12/24
ECOFARMI-OFI-23-06	May consider to request PPO office for possible renovation of the director's office since most of the partitions were dilapidated and infested with termites.	The director will find a funding source for the purchase of materials to be used in the renovation. Make a job request to the PPO for the renovation of the director's office.	Feb. 15, 2024	Jerome O. Arribado Vanessa May Milan	

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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Date: 9/24/23		Date: 10/04/23		Date: 11/01/2023	

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