



## GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date: October 05, 2021	Audited Area/Department: Office of the Head for Building and Housing Maintenance		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
OHBHM-OFI-21-01	Consider requesting for higher budget allocation for the unit to meet with the maintenance activities of the different housing and building facilities of the University.	request for budget augmentation for repair & maintenance.	January 2022 onwards	MLR Valenzona & VP for Admin & Finance	
OHBHM-OFI-21-02	Consider preparing a preventive maintenance plan after conducting the inspection of the housing/building facility; include activities and schedule.	Review the conducted inspection for bldg. & housing. Purchase request for those items that falls under priority rank #1.	January 2022 onwards	MLR Valenzona and personnel	
OHBHM-OFI-21-03	Consider studying the suggestion of outsourcing experts for equipment calibration.	Establish communication to DOST-7 & 8 for the calibration of equipment.	February 2022	MLR Valenzona	

**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.