



GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No.: 03		Audit Date: October 12, 2021	Audited Area/Department: Office of the Head of Motor Pool Services		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
MPSO-OFI-21-01	Ensure that copies of the required Quality Procedures are available on file.	1. Request copy of the updated QP to ODQA. 2. Re-orient MPSO personnel for university QMS and PPO QP & GL.	January 2022 2ND WEEK	MG Burlas and dPRC	
MPSO-OFI-21-02	Ensure to clearly identify or quantity deliverable of the unit to the OTP.	1. REVIEW THE PPO OTP SINCE IT IS CONSOLIDATED AS ONE	JANUARY 2022 2ND WEEK	MG BURLAS AND MPS PERSONNEL	
MPSO-OFI-21-03	Consider to include in the master list or monitoring and maintenance plan of MPSO all of the vehicles belonging to units outside of MPSO. Motor vehicles and other equipment are serviced according to the maintenance plan. However, all vehicles and other equipment belonging to units outside MPSO (e.g. vehicles and equipment in OVPREI) do not undergo	1. UPDATE EXISTING VEHICLE MAINTENANCE 2. SUBMIT PROPOSAL FOR A CENTRALIZED DISPATCHING FOR ALL UNIVERSITY VEHICLE SINCE MOST OF THE REPAIR WERE CONDUCTED BY THE OFFICE	FEBRUARY 2022 1ST WEEK	MG BURLAS AND MPS MECHANICS	

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.