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STATE UNIVERSITY



**OFFICE OF THE DIRECTOR FOR
QUALITY ASSURANCE**

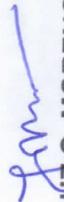
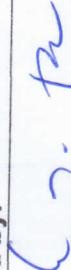
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GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST		Audit No. : 04	Audit Date: September 28, 2022	Audited Area/Department: Department of Economics	PLANNED ACTIONS	Target Date	Responsible	Status
Control No.	General Observations and Opportunities for Improvement		Action Items					
	<p>One good practice of the department is that they include in their standing committees, a committee for Mental Health The department's Standing Committees are updated every school year</p> <p>The auditees were able to articulate their roles and responsibilities in the department and in VSU as a whole.</p>	<p>Note: The OFIs are discussed during the DOE meeting on November 18, 2022</p>						
DoE-OFI-22-01	<p>Related to organizational structure, the Department head pointed out that they are offering BSA major in Ag. Economics, but the department is not under CAFS, so it is not represented during meetings that discuss concerns about the degree offering. Consider to immediately address and discuss this concern with the Dean of CAFS and Dean of CME.</p>	<ul style="list-style-type: none"> Consulted this concern with the Dean of CME – Dr. Moises Neil V. Seriño. With Dr. Seriño's approval, will write a letter addressed to the Dean of CAFS for a possible meeting to discuss the general observations and concerns about the BSA Ag Economics program. 	November 2022	<ul style="list-style-type: none"> Dr MHI Bellezas 				

DoE-OFI-22-02	<p>The dDRC was not able to present minutes of meetings that discuss matters related to ISO and QMS implementation. Ensure that important documents in the unit is available and ready retrievable when needed.</p>	<ul style="list-style-type: none"> ISO-related matters are discussed during department meetings. The dDRC will be tasked to print the minutes of the previous meeting for distribution at every meeting to have a complete file of the minutes of meetings. 	December 2022 and the following monthly meetings	<ul style="list-style-type: none"> Mr. CO Suganob (dDRC) Ms. ZMH Centino (Dept. Secretary) 	
DoE-OFI-22-03		<p>The department head revealed that they have a problem on the late submission of grades, and this is evidenced by the CAR issued to the department for late submission of grades for SY 2021 - 2022. Ensure that this problem on late submission of grades will not keep on recurring.</p>	<ul style="list-style-type: none"> Related also to OFI No. 2: Monitoring of documents (for submission, submitted, and filed) be always in the agenda during the monthly meeting. By so doing, documents can be monitored, submitted on time, and filed accordingly. Make a monitoring matrix. 	December 2022 and the following monthly meetings	<ul style="list-style-type: none"> Dr. MHI Bellezas Mr. CO Suganob (dDRC) Ms. ZMH Centino (Dept. Secretary)
DoE-OFI-22-04		<p>Both the department head and the dDRC expressed that they lack personnel to keep and control records. The dDRC said he is heavily loaded with administrative work since the department is serving other departments (faculty are handling subjects for high school students, and those taken by students from other degree programs). Consider requesting for additional personnel who can assist the dDRC in preparing important documents, and in keeping and controlling records/document information.</p>	December 2022	<ul style="list-style-type: none"> Dr. MHI Bellezas 	

DoE-OFI-22-05	<p>The department lacks regular faculty to handle major subjects. Two of the senior faculty have already retired, and three (3) are on study leave. The department was able to hire 3 part timers, but they said this number is not enough since the department is handling service courses taken by students from other departments. Consider to follow up request for the hiring of additional regular faculty to handle major subjects and advise thesis students.</p>	<ul style="list-style-type: none"> Will write a letter (again) requesting to hire faculty slots vacated by DOE faculty who had just retired from service. Will try to request to hire an instructor position instead of an associate professor and professor position to be able to fill in the vacant position immediately. 	<p>January 2023</p> <ul style="list-style-type: none"> Dr. MHI Bellezas
DoE-OFI-22-06		<p>Obsolete documents were still available in the office. Also, some of the new versions of the controlled documents have not been printed yet, so hard copies of these documents were not yet available during the audit. The department head even expressed that they experienced that some documents processed were returned because these used the wrong/obsolete forms. Ensure that obsolete documents should be returned to the DRC, the latest versions of procedure manuals should be printed and properly filed so that these can be easily retrieved when needed, and the latest forms should be made available for use to avoid confusion and unnecessary delays in the processing of documents.</p>	<p>December 2022</p> <ul style="list-style-type: none"> Dr. MHI Bellezas Mr. CO Suganob (dDRC) Ms. ZMH Centino (Dept. Secretary)

DoE-OFI-22-07	<p>The auditees reported that the department regularly conducts TPES, and results have been used as basis in coaching faculty to improve teaching performance. However, they were not able to show a coaching report. Ensure to file documented information on coaching/mentoring to serve as basis in evaluating if interventions conducted were effective in improving teaching performance of concerned faculty.</p>	<ul style="list-style-type: none"> One-on-one consultation was conducted with the faculty receiving satisfactory results in their TPES as well as other faculty concerns that need to be addressed. Nevertheless, the head of the department missed submitting the coaching report. Action: Will submit the coaching report as soon as possible. 	November 2022	• Dr. MHI Bellezas
	<p>The department head has no supervisory plan yet for the 1st sem of 2022-2023. Also, evidence of class observation was not available. The head may consider preparing the supervisory plan and compile evidences that the plan has been implemented.</p>	<ul style="list-style-type: none"> Will submit the supervisory plan for this semester as soon as possible. The department head missed to conduct the class observations because classes were done online (via google.meet/VSUEE so she thought the virtual classroom monitoring and evaluation were in lieu of it. Action: will do the class observation this semester using the v1 10-31-22 	November 2022 to Jan.2023	• Dr. MHI Bellezas
DoE-OFI-22-08	<p>The department head has no supervisory plan yet for the 1st sem of 2022-2023. Also, evidence of class observation was not available. The head may consider preparing the supervisory plan and compile evidences that the plan has been implemented.</p>	<ul style="list-style-type: none"> Will submit the supervisory plan for this semester as soon as possible. The department head missed to conduct the class observations because classes were done online (via google.meet/VSUEE so she thought the virtual classroom monitoring and evaluation were in lieu of it. Action: will do the class observation this semester using the v1 10-31-22 	Nov.2022 to Jan.2023	• Dr. MHI Bellezas
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Prepared by:		Reviewed by:	Acknowledged by:	
 EDITHA G. CAGASAN Internal Quality Auditor Date: <u>11/4/22</u>		 LUZ O. MORENO IQA Lead Auditor Date: <u>11/4/22</u>	 MARIA HAZEL I. BELLEZAS Auditee Representative Date: <u>11/16/22</u>	