VISAYAS STATE UNIVERSITY

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OTP MONITORING FORM
Year: 2021

(1)										(11)	(12)	(13)				(17)	(18)
Metrics (Based on Strat Plan)	Action Plan in OTP		Issue based on SWOT		Associated Risk (refer to ROAM)		Last year Monitoring			Target Date of Implementation	Actual Date of Implementation	Monitoring Date	During Monitoring			Effectiveness of Action Plan	Recommendation
	(2) Code	(3) Description	(4) Code	(5) Description	(6) Code	(7) Description	(8) Target	(9) Accomplishment	(10) Percent Accomplishment				(14) Target	(15) Accomplishment	(16) Percent Accomplishment		
	IA-APR-21-01	Request for additional regular and qualified audit personnel	OP-IA-W1	Inadequate number of regular personnel	OP-IA-W1	Inadequate number of regular personnel	NA	NA	NA	Feb. 2021	Feb. 26, 2021	December 2021	2	0	0%	Slightly effective	Rewrite a request to hire additional internal audit staff
	IA-APR-21-02	Purchase of new upgraded equipment	OP-IA-W2	Outdated equipment	IA-21-W2	Outdated and inadequate office equipment	NA	NA	NA	April 2021	Sept. 2021	December 2021	3	3	100%	Effective	
	IA-APR-21-03	Request for increased budget	OP-IA-W3	Insufficient office budget\	IA-21-W3	Insufficient office budget for operations	NA	NA	NA	March 2021	NA	December 2021	30k	0	0%	No action taken	Make a request to increase budget
	IA-APR-21-04	Request PPO to design and build appropriate office division	OP-IA-W4 No	Separate room for Head of Office	IA-21-W4	No separate room for Head of Office	NA	NA	NA	March 2021	June 2021	December 2021	1	0	0%	Not feasible with present office space	
	IA-APR-21-05	Affiliation in relevant bodies	OP-IA-W5	Non membership in appropriate bodies	IA-21-W5	No affiliation in relevant university bodies	NA	NA	NA	Jan. 2021	NA	December 2021	At least 2	1	50%	Slightly effective	
	IA-APR-21-06	Send communication tracers	OP-IA-W6	Delayed receipt of financial report	-IA-21	-Delayed receipt of Financial Report	NA	NA	NA	Jan. 2021	April 2021	December 2021	10	10	100%	Effective	Think of new strategies to minimize delays