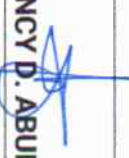

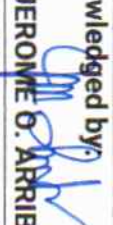


### GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No: 06		Audit Date: October 2, 2024		Audited Area/Department: Ecological Farm Resources & Management Institute Office (Eco-FARM)	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
ECOFARM-OFI-24-01	Ensure to fill-up the vacated faculty position	1. Submit a letter to RSPRO requesting the vacated faculty positions for professor VI and Associate professor V specializing Agricultural Economics and Agricultural Engineering respectively. 2. If no faculty have hired for the vacated positions, another letter will be submitted to the University President through the Chairperson of the Academic Personnel Board (APB) requesting a lower positions, if they have, in exchange to the said positions.	June 2025	Mr. Richyn Argason Mr. Jerome Arribado Mr. Jerel Arribado	
ECOFARM-OFI-24-02	May ensure that the Quality Policy is posted at the back of the VSU ID.	1. Coordinate the University Integrated Media Center (UMC) about the absence of the VSU Quality Policy (QP) posted at the back of the VSU ID, and inquire them whether a new template for VSU ID has been received. If updated template is not yet available, the Institute will submit a letter requesting a permission to modify the VSU ID of the Institute by including the VSU QP.	January 2025	Mr. Richyn Argason Mr. Jerome Arribado Mr. Jerel Arribado	
Prepared by:	<b>NANCY D. ABUNDA</b>  Internal Quality Auditor		Reviewed by:	<b>PAMELA P. ORAÑO</b>  Lead Internal Quality Auditor	
Date: October 2, 2024			Date:	<b>JEROME O. ARRIBADO</b>  Auditee Representative	
				Date:	

#### INTERNAL QUALITY AUDIT OFFICE

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**VISAYAS**  
STATE UNIVERSITY

# ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

## NOTICE OF MEETING

November 14, 2024

**To: All Faculty and Staff**

**Subject:** Institute's Meeting

**Date & Time:** November 15, 2024, @ 8:30 am

**Venue:** Eco-FARMI Conference room

**Dear all,**

Greetings!

May I request everyone to please attend our emergency meeting as scheduled/venue mentioned above. We will discuss and act our General Observations and Opportunities for Improvement as findings during the ISO 6<sup>th</sup> Internal Quality Audit as stated below:

- |                     |   |  |
|---------------------|---|--|
| ECO-FARMI-OFI-24-01 | - | Ensure to fill-up the vacated position                                 |
| ECO-FARMI-OFI-24-02 | - | May ensure that the Quality Policy is posted at the back of the VSU ID |

I look forward to your usual support and participation.

Thank you very much.

Sincerely,

**JEROME O. ARRIBADO**  
Director, Eco-FARMI



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

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**FM-VSU-03**  
V6 06-06-2024

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### MINUTES OF MEETING

Type of Meeting: Institute's Meeting  
Date and Venue: November 15, 2024 Conference Room

Time Started: 8:30am  
Time Ended: 9:30am

Presided by (signature above full name): **JEROME O. ARRIBADO**

Prepared by (signature above full name): **RICLYN M. ARGALLON**

Approved by (signature above full name): **JEROME O. ARRIBADO**

### ATTENDEES

NO.	NAME	OFFICE
1.	JEROME O. ARRIBADO	ECO-FARM
2.	MAREJEN A. VILLAREMO	ECO-FARM
3.	JOLLIVIE A. CURAY	ECO-FARM
4.	MA. THERESA A. ARCELO	ECO-FARM
5.	ODELO B. BALDOS	ECO-FARM
6.	RICLYN M. ARGALLON	ECO-FARM
7.	REYNANTE G. MACAPANAS	ECO-FARM
8.	GELBERTO P. VALDEVIESO	ECO-FARM
9.	JONEL H. ABABAT	ECO-FARM

(Insert additional line, if necessary)

### AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
1.	<p><b>Presentation of the 6<sup>th</sup> IQA Findings</b></p> <p>Mr. Arribado presented the General Observations and Opportunities for Improvement (GOOI) List results of the 6<sup>th</sup> Internal Quality Audit conducted by Dr. Nancy D. Abunda</p>	<p>For the information of everybody</p>	<p>Mr. Jerome O. Arribado</p>
2.	<p><b>Institute's action plan of the audit findings</b></p> <ul style="list-style-type: none"> <li>• ECOFARM-OFI-24-02 Ensure to fill-up the vacated faculty position</li> </ul>	<p>The body decided to submit a letter to the Recruitment, Selection, Placement, and Personnel Records Office (RSPPRO) requesting the reopening of the vacant</p>	<p>Mr. Jerome O. Arribado Mr. Jonel H. Ababat Ms. Riclyn M. Argallon</p>

<ul style="list-style-type: none"> <li>• ECOFARMI-OFI-24-02 May ensure that the Quality Policy is posted at the back of the VSU ID.</li> </ul>	<p>faculty positions for Professor VI and Associate Professor V specializing Agricultural Economics and Agricultural Engineering respectively.</p> <p>If the vacant position are not filled, another letter will be prepared, addressed to the president through the Chairperson of the Academic Personnel Board (APB), to request a lower position in exchange to the said vacated faculty positions.</p> <p>The body agreed to submit a letter to the University Integrated Media Center (UIMC) inquiring whether a new template for the VSU ID has been released. If no updated template is available, the letter will request permission to modify the ID to include the VSU Quality Policy Statement at the back, as this is an Opportunity for Improvement (OFI) identified in the institutes by the auditor.</p>	<p>Mr. Jerome O. Arribado Mr. Jonel H. Ababat Ms. Riclyn M. Argallon</p> <p>Mr. Jerome O. Arribado Mr. Jonel H. Ababat Ms. Riclyn M. Argallon</p>
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