



GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date:	September 27, 2021	Audited Area/Department:	Department of Development Communication	Status	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Responsible	Status	
		Action Items	Target Date				
DDC-OFI-21-01	The dDRC who is new in her job needs to familiarize and internalize her duties and responsibilities	The dDRC will attend department meetings to be updated with the things that need to be done Department head will orient the dDRC on her duties and responsibilities Secure file copies of the documents	November 2021; continuing Nov. 2021 November 2021	dDRC Dept. Head; dDRC dDRC and Utilityman			
DDC-OFI-21-02	Ensure to have a file copy of IPCR - January-June 2021 Accomplishment IPCR - July-December 2021 Target OPCR - January-June 2021 Accomplishment OPCR - July to December 2021 Target	The department has already acquired steel cabinets with lock; dDRC will continue to label confidential and sensitive documents and place these in the steel cabinet with lock	November to Dec. 2021	dDRC			
DDC-OFI-21-03	Ensure that confidential and sensitive documents are properly labeled, organized and placed in a secure filing cabinet (steel cabinet with lock)						

DDC-OFI-21-04	Ensure that assigning of control number in documented information/ record on file is not duplicated or repeated in another document. The same control number is assigned to two different evaluation forms of IMs DDC126 and EL120 (FM-IM-01 V00 NO. DDC-20-003) (As per verification interview by LA on Nov. 03, 2021)	dDRC to make a list of documents generated at the office using excel to be able to easily monitor control numbers assigned to the documents.	November 2021; continuing	dDRC
----------------------	---	--	---------------------------	------

Prepared by:	Reviewed by:	Acknowledged by:
 ANDRELI D. PARDALES Internal Quality Auditor Date: November 22, 2021	LUZ O. MORENO Lead Auditor Date: November 22, 2021	 CHRISTINA A. GABRILLO/ LIZA ANN C. JAGONOS Auditee Representative Date: November 23, 2021

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.