



February 01, 2023

**Dr. Aleli A. Villocino**

Quality Management Representative &  
Vice President for Student Affairs and Services

Dear Dr. Villocino,

We are recommending the following offices for the issuance of Corrective Action Report for the action plans that have less than 51% accomplishment from their submitted OTPs.

**Action Plans of the Office of the President that have less than 51% effectiveness based on accomplishments**

OFFICE/RISK	Action Plan	% Accomplishment	Reason for non-attainment
<b>Office of the Director for Quality Assurance</b> ODQA-RISK-20-W1 Non sustenance of QMS implementation	Hire full-time LA and Designate QMR form TM	50%	Request to hire was already approved, but none of the applicants qualified for the position of LA  Review the Required Qualifications for the position of LA; repost vacancy
<b>Office of the Director for Quality Assurance</b> ODQA-RISK-21-W1 Burn-out of faculty and staff	The matter was already raised to OVPAA. But as suggested by the VPAA, revision of the workload unit assignment will be done as a whole for the entire University	25 %	ODQA to submit to OVPAA a proposal regarding Workload for QA related responsibilities (to be submitted in January 2023)

<b>Office of the Director for Quality Assurance</b> ODQA-RISK-22-W1 No verification activity (can be called out as a major NC)	Immediate hiring of full time Lead Auditor	50%	Request to hire was already approved, but none of the applicants qualified for the position of LA
<b>Office of the Director for Quality Assurance</b> ODQA-RISK-22-W2 Quality of output is compromised and delay in implementation of some activities	Hire regular support staff for IQA	50%	Waiting for the Implementation of ROSSS
<b>Office of the Director for Quality Assurance</b> ODQA-RISK-21-W12.1 Resign from work and look for better opportunities outside	Request for a higher position	50%	The same as ODQA-RISK-22-W2  (Waiting for the implementation of ROSSS)
<b>Office of the Director for Quality Assurance</b> ODQA-RISK-21-28 Overloading of faculty and staff involved in the preparations; some documents may not be available during scheduled accreditation	Early preparation for the accreditation activities (early formation of task force)  Hiring of personnel to assist in documents preparation	50%	JO personnel have been hired to assist in the preparation of QA documents. But the assigned IT personnel was promoted and assigned to another office.
<b>Office of the Director for Quality Assurance</b> ODQA-RISK-21-29 Documents will not be in place (security &	Provision of needed equipment and facilities	50%	The approved request was retracted because this is not included in the priority projects in the university; need to re-file request



proper storage and retrieval)			
<b>Legal Office</b> LO-22-W03-R3 Workload and loss of files	Prepare Purchase request for additional computer	50%	PPMP was submitted. However, the requested office supplies and It equipment were not yet delivered.
<b>Office of the head for Internal Audit</b> IA-22-W1 Substantial procedural Error	Request for additional regular and qualified audit personnel	0 %	Awaiting action of HRMDO and BOR meeting
<b>Office of the head for Internal Audit</b> IA-22-W3 Limited operational mobility	Request for increased budget	33.33%	Accepted 20% although less than the regulated budget.

#### Action Plans of the OVPA that have less than 51% effectiveness based on accomplishments

OFFICE/RISK	Action Plan	% Accomplishment	Reason for non-attainment
<b>OVPA</b> OVPI-20-W6-R9 Foreign exchange students are discouraged to come to VSU	Propose to implement a workable credit transfer policy for international students	20%	Waiting for relevant issuance from CHED as basis in the formulation of policy
<b>OVPA</b> OVPI-19-W13-R12 Ineffective teaching performance evaluation by students instrument	The ODIE will conduct Training/Workshop on Table of Specification and item analysis. Conduct a Webinar on innovative teaching strategies.	30%	On-going data collection
<b>OVPA</b> OVPA-21-W23-R18 Suspension of degree program offering	Propose a policy on industry exposure of faculty where such requirements is stipulated in the CHED CMO of the curriculum	50 %	The CET presented a proposal to UADCO

### Action Plans of the OVPREI that have less than 51% effectiveness based on accomplishments

OFFICE/RISK	Action Plan	% Accomplishment	Reason for non-attainment
<b>OVPREI</b> OVPREI-22- O11 Full implementation of extension devolution through Mandanas ruling	Enter into MOA with the Provincial Local Government Unit.	No Entry	The MOA is already on process (Already R.A. but not yet implemented in the province for funding.
<b>OVPREI</b> OVPREI-21-W12/T6-R12/R6 Loss of opportunity for sustained RDE partnership and output	Set-up a GIS-assisted mapping and characterization of areas for protection in coordination with LGU	50%	Ongoing implementation of the action plan

### Action Plans of the OVPAF that have less than 51% effectiveness based on accomplishments

OFFICE/RISK	Action Plan	% Accomplishment	Reason for non-attainment
<b>VSU Cebu Office</b> ODAS/VCO-22-APR-8	Purchase additional indoor and outdoor ornamental plant and avail of expertise from horticulture in terms of landscaping	50%	Some plants damaged by TD Odette
<b>Office of the Director for Finance</b> ODF-22-W1-R1	Prepare a letter to NAPB to request for a plantilla position	50%	Request for casual position was denied due to unavailability of budget/ available position.



<b>Office of the Director for Finance</b> ODF 22-W3-R3	Prepare a letter to NAPB to request for a plantilla position	50%	Not acted yet by the NAPB
<b>Supply and Property Management Office</b> ODAS/SPMO-22-W2 Lack of manpower in the three (3) warehouses of SPMO	Request additional manpower	50%	The NAPB granted only one (1) JO worker (NAPB Resolution No. 56 Series of 2022)
<b>USHER</b> May pose danger to the condition of patients because of lack of manpower at the same time possible downgrade from an infirmary to a clinic	Partially implemented. Hiring of Job Order employees while waiting for ROSSSS approval	50%	9 additional J.O. employees  hired in 2022
<b>USHER</b> Exposure to students to health hazards	Propose for the construction of hospital Annex Building	50%	Follow up on the submitted proposal
<b>USHER</b> Failure to diagnose the real health problem of patient	Follow up purchase of equipment included in 2020 PPMP	50%	Follow up on the purchase of equipment included in the 2022 PPMP
<b>Physical Plant Office</b> OVPAF-PPO-APR04	Reviewed the PPO employees' PDS; Recommended trainings in the IPCR	40%	Lacks TNA (Training needs assessment)
<b>Physical Plant Office</b> OVPAF- PPO-APR07	Document Control seminar for employees who are in-charge of receiving and filing of documents	50%	Already requested ODQA for the training conflict of the schedule of participants and trainers.

<b>Physical Plant Office</b> OVPAF-PPO-APR08	Formulation of safety procedure in the workplace	0%	Conflict of the schedule of participants for the workshop
<b>OUDDRM</b> NO RISK ID- Possible loss of life and property	a. Awaiting approval on the proposed rescue headquarters. b. Purchase of rescue equipment and vehicle and hiring of core rescue team members and their subsequent training/capacity building	0%	Utilized existing personnel as well as vehicles.  USHER staff were trained on Basic Life Support and Standard First Aid

**Action Plans of the OVPSAS that have less than 51% effectiveness based on accomplishments**

OFFICE/RISK	Action Plan	% Accomplishment	Reason for non-attainment
<b>Office of the Dean of Students</b> ODS-APO8-21-1	Propose to the Administration the scheme of construction/renovation of dormitories on "naming right" arrangement.	0%	Waiting for LUDIP Policies
<b>Office of the Dean of Students</b> ODS-APO1-21-01	Waiting for approval of ROSS by DBM to upgrade the plantilla of the guidance counselors	0%	Still waiting for the implementation of the ROSSS
<b>Office of the Dean of Students</b> ODS-APO8-21-02	Rewiring of all dormitories and cottage	0%	Only two dormitories schedule this year for rewiring were partially rewired due to lack of manpower and materials
<b>Office of the Dean of Students</b> ODS-APR1-21-01	Crafting policies for affiliation of RGCs assigned to other units	50%	Draft proposal was submitted but remanded for improvement



<b>Office of the Dean of Students</b> ODS-APR2-21-01	Create a committee to draft the revision of the student handbook.	50%	Draft was already submitted to the OP but remanded to broaden the membership tips.
<b>Office of the Dean of Students</b> ODS-APR8-21-02	Rewiring of all dormitories and cottage	25%	Only two dormitories scheduled this year for rewiring were partially rewired due to lack of manpower and materials
<b>Office of the Dean of Students</b> ODS-APR8-21-04	Request the administration to consider the dormitories under fiduciary category.	0%	Postponed for next year due to low income of the dormitories.
<b>Office of the Dean of Students</b> ODS-APR9-21-01	Request the Administration for budget of 1 administrative staff and budget for the research.	25%	Two research topics are proposed with a research assistant but for submission on next year.
<b>Office of the Dean of Students</b> ODS-IP2-21-02	Assessment of the mental health of students (survey/research)	25%	Survey instrument is still being drafted.
<b>Office of the Dean of Students</b> ODS-IP2-21-03	Implement intervention based on the research on mental health status of students.	0%	Research will be assigned to a faculty of the University

**Action Plans of the OVPPRGAS that have less than 51% effectiveness based on accomplishments**

OFFICE/RISK	Action Plan	% Accomplishment	Reason for non-attainment
<b>OVPPRGAS</b> OVPPRGAS-21-T4-R4	Create Crisis management plan	20%	Crisis Management Plan is dependent on the DRRM Plan

<b>Office of the Head for Planning</b> OVPPRGAS-21-W9-R9a OVPPRGAS-21-W9-R9b	Propose for PWD access for the upper floor of the administration building	0%	Design of the PWD access is done in 2022 for the funding.
<b>OVPPRGAS</b> OVPPRGAS-21-W12-R12	Propose national and international benchmarking for land use and infrastructure planning	0%	Waiting for the completion of the UP-SURP LUDIP training
<b>OVPPRGAS</b> OVPPRGAS-21-T8	Formulate the LUDIP before the deadline	30%	Created the draft and TWGs are still undergoing LUDIP training from UP-SURP
<b>ODPIPDM</b> ODPIPDM-22-W7-R7	Look for and send request to the administration to send Infrastructure development staff to structural and plumbing training	0%	<b>For implementation</b> (Didn't find suitable trainers and limited budget for the office.)
<b>ODPIPDM</b> ODPIPDM-22-W8-R8	Look for and Send request to the administration to send Infrastructure development staff to BIM training	0%	The software was not procured due to budgetary constraints
<b>ODPIPDM</b> ODPIPDM-22-W9-R9	Look for and Send request to the administration to send inspectorate team to Construction Occupational Safety and Health training	0%	<b>For implementation</b> (Didn't find suitable trainers and limited budget for the office.)
<b>ODPIPDM</b> ODPIPDM-22-W10-R10	Send request to the administration to procure licensed design software	0%	The software was not procured due to budgetary constraints
<b>ODPIPDM</b> ODPIPDM-22-W11-R11	Look for and send request to the administration to send Infrastructure development staff to Materials Engineering training	0%	<b>For implementation</b> (Didn't find suitable trainers and limited budget for the office.)
<b>Alumni and Community Relations Office</b> ACRO-22-W5	Conduct orientation for newly-hired campus-based alumni.	0%	Not implemented because ACRO has no budget for orientation program



<b>Office of the Head for Planning</b> OVPPRGAS-21-W7/T1/T2-R7	Make the project proposal quality procedure	50%	Drafted the QP for presentation to co-process owners
<b>OVPPRGAS</b> OVPPRGAS-21-W16-R16b	Monitor and control the activities of the illegal settlers.	50%	Waiting for the policies that will be incorporated in the LUDIP

Thank you for your unending support.



**TONI MARC L. DARGANTES**  
OIC, Head for Planning