



VISAYAS
STATE UNIVERSITY



**QUALITY
ASSURANCE
CENTER**

GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 05		Audit Date: September 26, 2023		Audited Area/Department: Ecological Farm Resources and Management Institute		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS				
		Action Items	Target Date	Responsible	Status	
ECOFARMI-OFI-23-01	Ensure to fill-up the vacated faculty positions	<ul style="list-style-type: none">• Make a letter addressed to the president through the chairwoman of the Academic Personnel Board requesting a lower position than Professor VI in place of one of the faculty members who has retired.	Nov. 15, 2023	Jerome O. Amibado		
		<ul style="list-style-type: none">• To resume the recruiting process since the APB chose to employ the candidate in first rank for DAVE, and if we are going to justify it, we will also not be able to pursue it because of personal reasons.	Nov. 22, 2023	Jerome O. Amibado		
ECOFARMI-OFI-23-02	May consider to replace existing fluorescent tube into LED tube for energy efficiency and savings	<ul style="list-style-type: none">• Make a letter addressed to the president through the chairperson of the APB requesting an item to open for a civil science specialist.	Jan. 2024	Jerome O. Amibado		
		<ul style="list-style-type: none">• Make a job request to the Physical Plant Office	Dec. 1, 2023	Jerome O. Amibado Vanessa May B. Milon		

INTERNAL QUALITY AUDIT OFFICE

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ECOFARMI-OFI-23-03	May consider to replace non-inverter type aircon into inverter type aircon for energy efficiency and savings	Make a letter request to the CYPREL to allow the office to use the overhead funding source to purchase an inverter-type air conditioning unit. If approved, make a PMP and PR.	Jan. 15, 2023 ²⁰²⁴	Jerome O. Amibado of Vanessa May Milan	
ECOFARMI-OFI-23-04	May consider to request servicing of water supply connection and piping specifically in the comfort room.	Submit a job request to the PPO for the repair and maintenance of the water supply connection and piping in the comfort room.	Nov. 20, 2023	Jerome O. Amibado Vanessa May B. Milan	
ECOFARMI-OFI-23-05	May consider to provide and request data filer and office table & chairs in the Director's office	The director will find a funding source that can be used for the purchase of the materials. Make a PMP and PR for the materials to be used.	Feb. 15, 2024	Jerome O. Amibado Vanessa May Milan	
ECOFARMI-OFI-23-06	May consider to request PPO office for possible renovation of the director's office since most of the partitions were dilapidated and infested with termites.	The director will find a funding source for the purchase of materials to be used in the renovation. Make a job request to the PPO for the renovation of the director's office.	Feb. 15, 2024	Jerome O. Amibado Vanessa May Milan	

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Prepared by:  MARLON G. BURLAS Internal Quality Auditor Date: 9/24/23	Reviewed by:  PAMELA P. ORANO Lead Internal Quality Auditor Date: 10/09/23	Acknowledged by:  JEROME O. ARRIBADO Auditee Representative Date: 11/01/2023

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NOTICE OF MEETING

November 3, 2023

To: All Faculty and Staff
Subject: Institute's Meeting
Date & Time: November 6, 2023, @ 1:30 pm
Venue: Eco-FARMI Conference Room

Dear all,

Greetings!

May I request the faculty and staff to attend our emergency meeting as scheduled above.

AGENDA:

1. Presentation of the 5th IQA Audit findings
2. Institute's action plan of the audit findings
3. Adjournment

I am anticipating your usual presence.

Thank you very much.

Sincerely yours,

JEROME O. ARRIBADO
Director, Eco-FARMI

MINUTES OF MEETING

Type of Meeting: Institute's Meeting
Date and Venue: November 6, 2023

Time Started: 1:45 pm
Time Ended: 2:35 pm

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

Prepared by (signature above full name): VANESSA MAY B. MILAN

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

ATTENDEES

NO.	NAME	OFFICE
1.	Jerome O. Arribado	Eco-FARMI
2.	Vanessa May B. Milan	Eco-FARMI
3.	Jollivie A. Curay	Eco-FARMI
4.	Jonel H. Ababat	Eco-FARMI
5.	Odelo B. Baldos	Eco-FARMI
6.	Reynante G. Macapanas	Eco-FARMI
7.	Herbert S. Rebojo	Eco-FARMI

(Insert additional line, if necessary)

AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
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1. Presentation of the 5th IQA findings

Mr. Arribado presented the General Observations and Opportunities for Improvement (GOOI) List results of the 5th Internal Quality Audit.

For the information of everybody

Mr. Jerome O. Arribado

2. Institute's action plan of the audit findings

- ECOFARMI-OFI-23-01
Ensure to fill up the vacated faculty positions

The body decided to make a letter addressed to the president through the chairwoman of the Academic Personnel Board requesting a lower position than Professor VI in place of one of the faculty members who has retired.

Mr. Jerome O. Arribado

Target date will be on
November 15, 2023.

To resume the recruiting process since the APB chose to employ the candidate in first rank for DABE, and if we are going to justify it, he will also not be able to pursue it because of personal reasons. The target date will be on November 22, 2023

Mr. Jerome O. Arribado

Make a letter addressed to the president through the chairperson of the APB requesting an item to open for a soil science specialist. The target date will be on January 2024

Mr. Jerome O. Arribado

- ECOFARMI-OFI-23-02
May consider to replace existing fluorescent tube into LED tube for energy efficiency and savings

To make a job request to the Physical Plant Office Target date will be on December 1, 2023

Mr. Jerome O. Arribado
Ms. Vanessa May B. Milan

- ECO-FARMI-OFI-23-03
May consider to replace non-inverter type aircon for energy efficiency and savings

To make a letter request to the OVPREI to allow the office to use the overhead funding source to purchase an inverter-type air conditioning unit. If approved, make a PPMP and PR. Target date will be on January 15, 2024.

Mr. Jerome O. Arribado
Ms. Vanessa May B. Milan

- ECOFARMI-OFI-23-04
May consider to request servicing of water supply connection and piping specifically in the comfort room.

The office will submit a job request to the PPO for the repair and maintenance of the water supply connection and piping in the comfort room. The target date will be on November 20, 2023.

Mr. Jerome O. Arribado
Ms. Vanessa May B. Milan

- ECOFARMI-OFI-23-05
May consider to provide and request data filer and office table and chairs in the Director's Office.

The director will find a funding source that can be used for the purchase of the materials. And make a PPMP and PR for the materials to be used.

Mr. Jerome O. Arribado
Ms. Vanessa May B. Milan

The target date will be on
February 15, 2024.

• ECOFARM-OFI-23-05

May consider to request PPO
Office for the possible
renovation of the director's
office since most of the
partitions were dilapidated
and infested with termites

The director will find a
funding source for the
purchase of the materials to
be used in the renovation.
Make a job request to the
PPO for the renovation of the
director's office. Target date
will be on February 15, 2024.

Mr. Jerome O. Arribado
Ms. Vanessa May B.
Milan

(Insert additional line, if necessary)