



SPECIAL MEETING_IQA Results

November 26, 2021 | 1:30 PM

Virtual Meeting

Visca, Baybay City, Leyte

ATTENDANCE:

Present:

1. Balondo, Ern Oliver O.
2. Belonias, Ted Dominique S.
3. Cesar, Senona A.
4. Dumalan, Rafael Junnar P.
5. Evangelio, Julissah C.
6. Flandez, Art Russel F.
7. Guarte, Donna M.
8. Mazo, Analyn M.
9. Miñoza, Darius N.
10. Montes, Humberto R.
11. Ongy, Honeylene V.
12. Poliquit, Rosalina D.
13. Ramoneda, Kyza Mae M.
14. Serioño, Eunice Kenée L.
15. Valenzona, Brenda Me P.

Absent:

1. Modina, Ris Menoel – official travel
2. Pogado, Fretzeljane O. – official travel

Agenda:

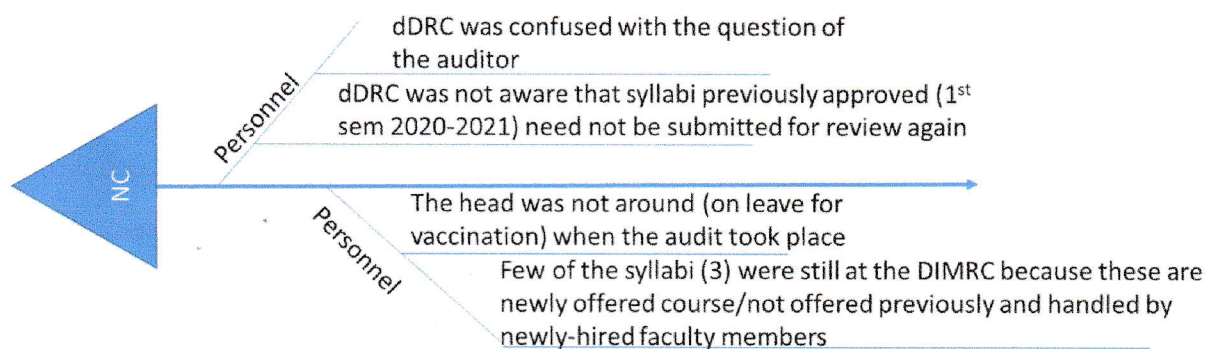
- I. Root Cause Analysis of NC during the 3rd Internal Quality Audit (IQA)
- II. Action Plans for the OFI's during the 3rd Internal Quality Audit (IQA)

1. The group discussed the root cause analysis of the major NC that DBS got from the 3rd action plans Internal Quality Audit (IQA) and also discussed the action plans to address the NC.

● DBS NC: The dDRC failed to present approved course syllabi for all courses offered in the first semester 2021-2022. As per logbook record presented by the dDRC during verification, all the course syllabi are still at the Department's Instructional Materials Review Committee (DIMRC) members for review.

● The evaluator/ auditor asked for the approved course syllabi of courses offered in the 1st semester 2021-2022. Most of the courses offered this semester was already offered last 1st sem 2020-2021 and there were approved syllabus for these subjects already. The dDRC (Miss B. Valenzona) was confused about the question. She was thinking about the syllabus of the new courses offered and forgot that there were already approved syllabi of the previously offered courses. She was also not aware that an approved syllabus does not need to be re-approved again unless there are changes/revisions made.

- Dr. Mazo was not in DBS during the audit because she was on leave (vaccination). However, the audit still pushed through because according to the auditor it was alright if only the dDRC is around for the validation. Below is the root-cause analysis done.



Ishikawa Diagram for root cause analysis

Major NC	Action Plan	Resources Needed	Person/ Unit Responsible	Timeline to Implement
1. The dDRC failed to present approved course syllabi for all courses offered in the first semester 2021-2022. As per logbook record presented by the dDRC during verification, all the course syllabi are still at the Department's Instructional Materials Review Committee (DIMRC) members for review.	➤ Increase awareness of dDRC on the filed documents	Time	dDRC and alternate dDRC	Dec. 3, 2021-2022
	➤ If possible, new courses should be assigned to existing faculty member	Time		January 2022
	➤ Fast track the evaluation process in the department thru constant follow-up by the dDRC or alternate dDRC	Time		January 2022
	➤ In case there are new submissions, the dDRC or alternate dDRC should make a checklist of the submitted syllabi for review and update the author and the head on the status	Time	dDRC, alternate dDRC, author, DIMRC, Department Head	January 2022

- The group discussed the action plans to be taken for the OFIs.

OFI	Action Plan	Resources Needed	Person/ Unit Responsible	Timeline to Implement
1. Ensure to submit OPCR documents on time. The OPCR (Jan-June accomplishments and July-Dec. targets were not available during the audit schedule as it was still at the office	➤ One month before the end of each evaluation period, the head will remind the faculty and staff to submit their accomplishments (IPCR)	Time	Head, dDRC, faculty and staff	➤ June 2022 and November 2022

of the president as per audit interview).				
2. Consider to require the J.O. to take civil service to be eligible to be given a regular position or status.	➤ Continue to encourage the J.O. clerks and lab aide to take the CSC exam	Time	dDRC and alternate dDRC, Head	2021-2022
3. Consider to make follow-up at submitted IFW. Approved IFW is not available during audit	➤ Constant/persistent follow up of the document	Time	dDRC and alternate dDRC OVPREI staff	December 3, 2021

● Prof. Cesar requested to be given a copy of the meanings of the different abbreviations used in ISO evaluations. She asked Miss Valenzona to make a list of all the terms/ abbreviations.

➤ Affirmed by Miss Valenzona

3. Dr. Mazo will make a request (RFCA) for the NC and OFI's of DBS so we can make the action plan and once it is approved then the Corrective Action Plan (CAP) can then be submitted which is based on the analysis that was discussed by the group and will be submitted back again.

Other Matters

● Dr. Mazo informed the body that she will send the OPCR for Jan-Dec 2021 in the shared Google drive of DBS so the faculty can add their accomplishments that might not have been added because this will be submitted/collated by the dean for discussion during the meeting by Monday (Nov. 29, 2021) called by the OVPA.

➤ Affirmed by everyone


Adjournment

The meeting adjourned at 5:30pm

Certified true and correct:


HONEYLENE V. ONGY
Secretary, DBS

Approved by:


ANALYN M. MAZO
Head, DBS