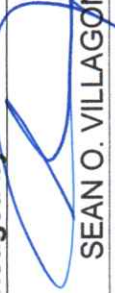




GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03	Audit Date:	Audited Area/Department:	PLANNED ACTIONS			Status
			Action Items	Target Date	Responsible	
ICTMC-OFI-21-01			Needs to make functional structure chart.	Dec 15, 2021	<i>sovillogonzalo</i>	
ICTMC-OFI-21-02			Make attendance sheet for ISO awareness seminar.	Dec 15, 2021	<i>MLCabras</i>	
ICTMC-OFI-21-03			Needs more technical staff that has regular position.	Dec 15, 2021	<i>sovillogonzalo</i>	

Prepared by:  RYSAN C. GUINOCOR Internal Quality Auditor Date: November 22, 2021	Reviewed by:  LUZ O. MORENO IQA Lead Auditor Date: November 22, 2021	Acknowledged by:  SEAN O. VILLAGONZALO Auditee Representative Date: 11/24/21
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NOTICE OF MEETING

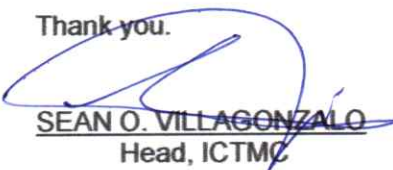
Date: November 24, 2021

To : ICTMC Staff
From : SO Villagonzalo
Subject : 3rd Internal Audit GOOI's
Date & Time : November 26, 2021 (9:00am)
Venue : ICTMC Office

AGENDA

1. Attendance
2. Reading of the previous minutes
3. ISO concerns: 3rd Internal Audit GOOI's
4. Other Matters
5. Adjourn

Thank you.


SEAN O. VILLAGONZALO
Head, ICTMC



MINUTES OF MEETING

Type of Meeting: Staff Meeting (Informal) Time Started: 9:00am
Date and Venue: November 26, 2021, ICTMC Office Time Ended: 11:00am

Presided by (signature above full name): Sean O. Villagonzalo

Prepared by (signature above full name): Marco L. Cabras

Approved by (signature above full name): Sean O. Villagonzalo

ATTENDEES

NO.	NAME	OFFICE
1.	Sean O. Villagonzalo	
2.	Norman O. Villas	
3.	Jerome G. Godoy	
4.	Charito C. Gonato	
5.	Mark Louise O. Bongcales	
6.	Marco L. Cabras	

(Insert additional line, if necessary)

AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
1.	Roll call		
2.	Call to order	-The meeting was called to order at time date	SOVillagonzalo
3.	Adoption of propose agenda	-Agenda presented was adopted	N/A
4.	Reading and approval of minutes of the previous meeting	-Approved	SOVillagonzalo
5.	Matters arising from the minutes of previous meeting	-Approved	SOVillagonzalo
6.	New business GOOI of 3rd internal Audit	-Discuss the possible solutions how comply the GOOI's	SOVillagonzalo MLCabras
7.	Other matters		
8.	Adjourn		



VISAYAS
STATE UNIVERSITY

**INFORMATION & COMMUNICATIONS
TECHNOLOGY MANAGEMENT CENTER**

2nd Floor DCST Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053)5250140, local 1014
Email: ict@vsu.edu.ph
Website: www.vsu.edu.ph

ATTENDANCE SHEET

Training/ Activity Title:

Meeting for 3rd Internal Audit GOOI's

Implementing Office/ Unit:

INFORMATION & COMMUNICATIONS TECHNOLOGY MANAGEMENT CENTER (ICTMC)

Venue:

ICTMC Office

Date (s) :

November 26, 2021

No.	Name	Gender	Department/ Unit	Designated Position	Email Address/ contact number	Signature
1.	SEAN O. VILLAGONZALO	Male	ICTMC	Unit Head	0966 215 91 31	
2.	NORMAN O. VILLAS	Male	ICTMC	Computer Programmer I		
3.	JEROME G. GODOY	Male	ICTMC	Admin Aide VI		
4.	MARCO L. CABRAS	Male	ICTMC	Clerk	09207546725	
5.	MARK LOUISE O. BONGCALES	Male	ICTMC	Electrician	09107758360	



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.

#	Name	Gender	Office	Designated Position	Email Address/ Contact number	Signature
6.	CHARITO C. GONATO	Male	ICTMC	Mason/ Welder/ Labor		<i>Charito</i>
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
*Note: add more rows if necessary						



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.