

OFFICE OF THE DIRECTOR FOR **QUALITY ASSURANCE**

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GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No.:

4- Recertification Audit

(RCA)

Audit Date:

February 27-28, 2023

Audited Area/Department:

Planning

Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			
		Action Items	Target Date	Responsible	Status
RCA-PLAN- OFI-23-01	Align all the DPCRs, IPCRs and OPCRS with the strategic plan which can be consolidated as the evaluation of the attainment of different strategic goals	Update the OTP and OPCR to include the alignment of the objectives/MFOs to the seven (7) strategic goals of the Strategic Plan.	August 2023	TMDargantes, CIFlores and EGMonte	For implementation

Prepared by:	Reviewed by:	Acknowledged by:
LUZ O. MORENO	ALELYA. VILLOCINO	TONI MARC DARGANTES
IQA Lead Auditor	Quality Management Officer	Planning Officer
Date: March 2, 20232	Date: March 3, 2023	Date: March 3, 2023

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.

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No. RCA-PLAN-OFI-23-01



OFFICE OF THE HEAD FOR PLANNING

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ATTENDANCE SHEET

Training/ Activity Title:	ity Title: ISO Re-certification Audit GOOI and Action Plan Formulation for the Planning Office			
Implementation Office/ Unit:	Planning Office			
Venue:	OVPPRGAS Conference Room	Date (s): March 14, 2023, 9 AM		

No.	Name	Gender	Department/ Unit	Designated Position	Email Address/ contact number	Signature
1.	Toni Marc L. Dargantes	М	Planning	OIC-Head	tmdargantes@vsu.edu.ph	tund
2.	Ezra G. Monte	F	Planning	Admin Aide III / dDRC	ezra.monte@vsu.edu.ph	
3.	Christopher Ivan P. Flores	М	Planning	Admin Aide III / dDRC	christopher.flores@vsu.edu.ph	1
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NOTICE OF MEETING

Date

: 10 March, 2023

To

Ezra G. Monte

Christopher Ivan P. Flores

From

Toni Marc L. Dargantes

Subject

ISO Re-certification Audit GOOI and Action Plan Formulation for

the Planning Office

Date & Time :

14 March, 2023, 9 AM

Venue

OVPPRGAS Conference Room

Please come to a meeting on 14 March 2023, 9 AM at OVPPRGAS Conference Room to formulate the action plan for the General Observations and Opportunities for Improvement (GOOI) issued to the Planning Office during the ISO Re-certification Audit held last February 27-28, 2023.

Your presence is highly appreciated.

Thank you very much.

TONI MARC L. DÁRGANTES OIC Head, Planning Office



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MINUTES OF MEETING

Type of Meeting: ISO Re-certification Audit GOOI and Action Plan

Time Started: 9 AM

Formulation for the Planning Office

Date and Venue: March 14, 2023, OVPPRGAS Conference Room

Time Ended: 11:30 AM

Presided by (signature above full name): MR. TONI MARC L. DARGANTES

Prepared by (signature above full name):

EZRA G. MONTE

Approved by (signature above full name): MR. TONI MARC L. DARGANTES

ATTENDEES

NO. NAME OFFICE

Toni Marc L. Dargantes
 Ezra G. Monte

Planning Office Planning Office

3. Christopher Ivan P. Flores

Planning Office

AGENDA

NO. TOPIC/S DISCUSSED AGREED ACTIONS RESPONSIBLE PERSON

The meeting was called to formulate an action plan for the General Observation and Opportunities (GOOI)issued to the Planning Office during the ISO recertification audit held last February 27 at four o'clock in the afternoon. Mr. **Toni Marc Dargantes** presided over the meeting.

The GOOI listed for the Planning Office under control number RCA-PLAN-OFI-23-01 was to align the DPCRs, IPCRs and OPCRs with the strategic plan which can be consolidated as the evaluation of the attainment of different strategic goals. To address this, the OIC-Head for Planning, Mr. Dargantes, has proposed to update the OTP and OPCR to include the alignment of the objectives/MFOs to the seven (7) strategic goals of the Strategic Plan. The Planning staff, together with the head, shall facilitate the orientation

The meeting adjourned at 11:30 AM.

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