






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			Status
		Action Items	Target Date	Responsible	
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 IQA Lead Auditor	 ALELI A. VILLOCINO Quality Management Officer	 TONI MARC DARGANTES Planning Officer
Date: March 2, 2023	Date: March 3, 2023	Date: March 3, 2023



ATTENDANCE SHEET

Training/ Activity 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	M	Planning	OIC-Head	tmdargantes@vsu.edu.ph	
2.	Ezra G. Monte	F	Planning	Admin Aide III / dDRC	ezra.monte@vsu.edu.ph	
3.	Christopher Ivan P. Flores	M	Planning	Admin Aide III / dDRC	christopher.flores@vsu.edu.ph	
4.						
5.						



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. DARGANTES
OIC Head, Planning Office



MINUTES OF MEETING

Type of Meeting: **ISO Re-certification Audit GOOI and Action Plan Formulation for the Planning Office**

Time Started: 9 AM

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
1.	Toni Marc L. Dargantes	Planning Office
2.	Ezra G. Monte	Planning Office
3.	Christopher Ivan P. Flores	Planning Office

AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
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The meeting was called to formulate an action plan for the General Observation and Opportunities (GOOI) issued to the Planning Office during the ISO re-certification 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 OPCR 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.