



GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No: 07		Audit Date: September 17, 2025		Audited Area/Department: Institute for Strategic Research and Development Studies (ISRDS)	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
ISRDS-OFI-25-01	<p>The classrooms in ISRDS, which were previously utilized for training or conferences, have been converted into academic classrooms. During the audit, some rooms were observed to be untidy due to limited cleaning time, as the unit shares a utility worker who is available for only one hour per day. Considering the full classroom schedules, assigning a dedicated utility worker or adjusting the cleaning timetable may help ensure the consistent upkeep and cleanliness of the facilities.</p> <p>Coordinate with the General Services Office on this matter.</p>	<p>1. Make students aware of their responsibilities as users of common spaces in ISRDS • Post notices, tarp faculty members' help in making their students maintain cleanliness</p> <p>2. Prepare work plan for utility workers.</p> <p>3. Request GSO for additional time allocation.</p>	<p>Nov. 17-30, 2025</p> <p>Nov. 10, 2025</p> <p>Nov. 10, 2025</p>	<p>LD Nuñez MARW Tabada EMC Jadinga</p> <p>EA Gonzaga</p> <p>LD Nuñez</p>	
Prepared by: NANCY D. ABUNDA		Reviewed by: PAMELA P. ORANO		Acknowledged by: LILIAN B. NUÑEZ	
Date: October 6, 2025		Date: 10/27/25		Date: 10-30-25	





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INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

NOTICE OF MEETING

Date: 29 October 2025

To : All ISRDS Staff

No.	Name	Designation	Signature
1.	Edullantes, Melodina P.	SRS	
2.	Cerna, Mizael B.	Admin. Aide III	
3.	Dayondon, Rhea Angelie F.	Admin. Aide III	
4.	Gonzaga, Ernesto, Jr. A.	Admin. Aide VI	
5.	Jadina, Elia Maury C.	Instructor I	
6.	Tabada, Maria Aurora Teresita W.	Assoc Prof IV	
7.	Delima, Gina A.	Assist. Prof III	Study Leave

From : Dr. Lilian B. Nuñez, Director
Subject : Special/Emergency Meeting
Date & Time : October 30, 2025 (Thursday), 9:00 AM
Venue : ISRDS Conference Room

PROPOSED AGENDA

1. ISO Concerns: Addressing the OFI

LILIAN B. NUÑEZ
Director, ISRDS



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ATTENDANCE SHEET

Training/ Activity Title: Special Staff Meeting	
Implementing Office/ Unit: Institute for Strategic Research and Development Studies	
Venue: ISRDS Conference Room	Date (s) : October 30, 2025

No.	Name	Sex (M/F)	Department/ Unit	Designated Position	VSU Email Address	Signature
1.	Lilian B. Nuñez	F	ISRDS	Director/Assoc. Prof V	lilian.nunez@vsu.edu.ph	
2.	Maria Aurora Teresita W. Tabada	F	ISRDS	Assoc. Prof IV	tess.tabada@vsu.edu.ph	
3.	Elia Maury C. Jadina	F	ISRDS	Instructor I	eliamaury.jadina@vsu.edu.ph	
4.	Rhea Angelie F. Dayondon	F	ISRDS	Admin. Aide III	rhea.dayondon@vsu.edu.ph	
5.	Melodina P. Edullantes	F	ISRDS	SRS	melodina.edullantes@vsu.edu.ph	




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No.	Name	Sex (M/F)	Department/ Unit	Designated Position	VSU Email Address	Signature
6.	Ernesto A. Gonzaga, Jr.	M	ISRDS	Admin. Aide VI	ernesto.gonzaga@vsu.edu.ph	
7.	Mizael B. Cerna	M	ISRDS	Admin. Aide III	mizael.cerna@vsu.edu.ph	

Vision:
Mission:

A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

MINUTES OF MEETING

Type of Meeting: ISRDS Special/Emergency Meeting
Date and Venue: Oct 30, 2025; ISRDS Conference Room

Time Started: 9:00 am
Time Ended: 12:40 pm

Presided by :  **LILIAN B. NUÑEZ**

Prepared by :  **ELIA MAURY C. JADINA**

Approved by :  **LILIAN B. NUÑEZ**

ATTENDEES

No.	Name	Designation	Attendance
1.	Edullantes, Melodina P.	SRS	Present
2.	Cerna, Mizael B.	Admin. Aide III	Present
3.	Dayondon, Rhea Angelie F.	Admin. Aide III	Present
4.	Gonzaga, Ernesto, Jr. A.	Admin. Aide VI	Present
5.	Jadina, Elia Maury C.	Instructor I	Present
6.	Delima, Gina A.	Assist. Prof III	Study Leave
7.	Tabada, Maria Aurora Teresita W.	Assoc Prof IV	Present

AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	TARGET DATE	RESPONSIBLE PERSON
1.	Call to order The meeting was called to order at 8:40 am by LB Nuñez, with the body already in a quorum, and decided to officially start the meeting at 9:00 am. Prof. MATWTabada gave a prayer			

	<ul style="list-style-type: none"> - Remind faculty and staff to promptly address any inappropriate or disruptive student behavior in the lobby and classrooms, ensuring a respectful and clean environment. <p>2) Coordinate with DBM and DDC to request that the two assigned utility workers conduct cleaning activities at ISRDS during periods when there are no classes, so classrooms can be thoroughly cleaned.</p> <p>3) Develop a structured work plan for the two utility workers to maximize productivity during their one-hour daily assignment at ISRDS.</p> <p>4) Draft a formal request letter to GSO seeking an increase in the daily time allocation of the two utility workers for classroom cleaning at ISRDS.</p>	<p>Nov. 10, 2025</p> <p>Nov. 10, 2025</p> <p>Nov. 10, 2025</p>	<p>LB Nuñez</p> <p>EA Gonzaga Jr.</p> <p>LB Nuñez</p>
3. Meeting Adjourned	<p>No other matters discussed.</p> <p>The meeting adjourned at exactly 12:40 PM.</p>		