

GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date:	October 05, 2021	Audited Area/Department:	Department of Biotechnology
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
Biotech-OFI-21-01	Ensure to have a file of TPES result. The dept. failed to provide an evidence for a TPES result for 2 nd sem SY 2020-2021.	The department head will write to OVRAA for TPES result for the second semester 2020-2021.	Dec. 15, 2021	Department Head & dDRC	
Biotech-OFI-21-02	Ensure to provide a steel cabinet for safe storage of important documents. The dept. has no secured office facility like steel cabinet where important documents should be kept and protected.	The dept. will prepare a PR for the steel cabinet in the PPMP for 2023. For the time being the dept. has borrowed a steel cabinet from the FADEM to keep the documents and records.	Dec. 31, 2023	Department Head & dDRC	
Biotech-OFI-21-03	Ensure to have photos taken as evidence for online class observation (2021).	Photos during online class observation will be taken.	Dec. 1, 2021	Department Head & dDRC	