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GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date:	September 27, 2021	Audited Area/Department:	Department of Business Management	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status	
		Action Items	Target Date	Responsible		
DBM-OFI-21-01	Ensure that the newly hired faculty with accounting expertise should take and pass the CPA licensure examination.	As per CMO 24 Series of 2007, the Bachelor of Science in Agribusiness curriculum does not require faculty who are Certified Public Accountant (CPA) to teach accounting subjects of the curriculum. The observation is well taken, a meeting will be called with the newly hired faculty with accounting expertise to encourage them to take and pass the CPA board exam which is scheduled in May 2021 and to make a follow up on their preparations for the said licensure examination.	December 6, 2021	Department head	Done	
DBM-OFI-21-02	Ensure that office files specially those continuing personal and sensitive information are properly secured. This is in accordance with the data privacy law.	The department has two (2) new steel cabinets with lock. These will be used to file the documents containing personal and sensitive information.	December 10, 2021	DBRC	Done	
DBM-OFI-21-03	Ensure to follow-up TPES of faculty w/ researches at OVPREI and have these filed.	Constant follow up will be made to get the individual faculty workload (LFW) of the faculty with researches from OVPREI.	December 10, 2021	DBRC	In-progress	