



GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date: September 27, 2021 and October 7, 2021	Audited Area/Department: Department of Agronomy		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
DA-OFI-21-01	The department may ensure that the formulated pesticide technology from botanicals be submitted to the Innovation and Technology Support Office of VSU for evaluation and subsequent IP protection following the University's IP policy.	1. Drafting of patent specification and doing patent search 2. Conduct of prior-art search 3. Submit abstract	Dec. 2022 Dec. 2022 Dec. 2022	RDE + EALA KATH O. ESCANERO ED ALLAN L. ALCOVER	on going
DA-OFI-21-02	The department may ensure that additional experimental areas for dissertation purposes will be available in case the Ph.D. Agronomy program will be offered.	1. Submit request letter re: additional experimental area for the IMS + PhD program of the Department of Agronomy to LUDIP Dr. Gilberto Ferraren 2. Follow-up the request letter to LUDIP office	Dec. 2021 Dec. 2021 Jan. 2022	ULYSSES A. CAGASAN ULYSSES A. CAGASAN	on progress



MINUTES OF MEETING

Type of Meeting: EMERGENCY MEETING

Time Started: 2:15 PM

Date and Venue: NOVEMBER 24, 2021/ DA Conference Room

Time Ended: 3:00 PM

Presided by (signature above full name): ULYSSES A. CAGASAN

Prepared by (signature above full name): LOREME S. CAGANDE

Approved by (signature above full name): ULYSSES A. CAGASAN

ATTENDEES

NO.	NAME	OFFICE
1	ALCOBER, ED ALLAN L.	DEPARTMENT OF AGRONOMY
2	ASIO, LUZ G.	DEPARTMENT OF AGRONOMY
3	CAGANDE, LOREME S.	DEPARTMENT OF AGRONOMY
4	CAGASAN, ULYSSES A.	DEPARTMENT OF AGRONOMY
5	CAYANGHO, JULIE MAR J.	DEPARTMENT OF AGRONOMY
6	CUTAMORA, JAY BERNARD T.	DEPARTMENT OF AGRONOMY
7	ESCASINAS, RUTH O.	DEPARTMENT OF AGRONOMY
8	ESCOTOTO, ANGELA R.	DEPARTMENT OF AGRONOMY
9	GORNE, NELLO D.	DEPARTMENT OF AGRONOMY
10	MARSADO, MILESA C.	DEPARTMENT OF AGRONOMY
11	PADERES, LOVELY	DEPARTMENT OF AGRONOMY
12	RATILLA, BERTA C.	DEPARTMENT OF AGRONOMY
13	LIMBASAN, MARY ANN I.	DEPARTMENT OF AGRONOMY

AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
1	Two (2) OFI's during 3 rd Internal Quality Audit	UACagasan asked the body an updates on the two opportunities for improvement (OFI) of the department and so far, it is now in the process.	DA Faculty