



VISAYAS

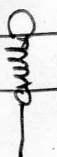


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GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No.: 03		Audit Date: September 27, 2021		Audited Area/Department: National Coconut Research Center- Visayas	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
NCRC-OFI-21-01	The audit started late at 1:40 PM, because the auditee was entertaining visitors in the office during the said period.	The auditee apologizes for the delay in the audit because the auditee was still entertaining visitors in the office. The auditee ensures that this will not happen on the next audit.	Jan 2022	Director dDRC	
NCRC-OFI-21-02	Ensure that the functions/responsibilities of the dDRC is not affected or compromised by his assignment as BAC secretariat. The dDRC of NCRC-V is serving as member of BAC Secretariat. His dDRC function is sometimes compromised.	dDRC will make amends on the next audit.	Jan 2022	dDRC	

NCRC-OFI-21-03	Preventive maintenance of laboratory equipment was prepared but was not implemented due to non-availability of expert-technician in the office or in VSU for specialized equipment.	Since this concern is common to all to units with equipment that need to be maintained/calibrated with skilled/expert personnel, the University maintenance office may make plans and take action on this.	Jan 2021	Head, Instrumentation & Laboratory Equipment	
NCRC-OFI-21-04	Ensure that IPGR and OPCR accomplishments are submitted on time as per Memo No. 08 S 2021 dated January 27, 2021.	Prepare OPCR and IPGR accomplishments (semi-annual) on time and make subsequent follow-ups to make sure that these documents will be approved immediately	Every last week of June & December	Director dDRC NCRC Staff	

Prepared by:	Reviewed by:	Acknowledged by:
 DENNIS P. PEQUE Internal Quality Auditor Date: November 22, 2021	 LUZ O. MORENO IQA Lead Auditor Date: November 22, 2021	 MARISEL A. LEORNA Auditee Representative Date: 11/23/21