



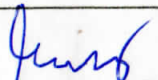

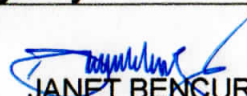
GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 03		Audit Date: October 08, 2021	Audited Area/Department: College of Engineering and Technology		
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
CET-OFI-21-01	Ensure to affix the date signed by the OVPAF, OVPA & OP	The dDRC should ensure that date signed is filled out by the respective office/units concerned	Effective Immediately	MABorleo	
CET-OFI-21-02	The college is in need of a property custodian who will take charge of the issuance, maintenance, safekeeping of supplies & materials, equipment and properties of the college.	Write letter request to the Office of the Head for RSP and Personnel Records to hire Property Custodian Personnel	Dec. 10, 2021	JCBencure MABorleo	
CET-OFI-21-03	The unit may consider making a complete guidelines or operational checklist of equipment per laboratory, status of equipment, cost of equipment and specifications for inventory, maintenance and preventive.	<ul style="list-style-type: none"> Conduct meeting with the College Tools, Equipment, and Facilities Committee Draft guidelines or operational checklist of equipment Review prepared guidelines Submit guideline to Office of the President for approval 	Dec. 9, 2021	JCBencure	
			Dec. 9, 2021	JCBencure	
			Dec. 15, 2021	CET ManCom	
			Dec. 20, 2021	JCBencure MABorleo	

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

CET-OFI-21-04	The unit may consider designing a mentoring & coaching plan. For senior faculty to mentor and coach the junior faculty.	Prepare mentoring and coaching plan for senior to junior faculty	January 2022	JCBencure	
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Prepared by:	Reviewed by:	Acknowledged by:
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Date: November 22, 2021	Date: November 22, 2021	Date: Nov. 23, 2021