

GENERAL OBSERVATIONS AND OPPORTUNITIES FOR IMPROVEMENT LIST

Audit No. : 05		Audit Date: September 18, 2023		Audited Area/Department: Institute of Strategic Research and Development Studies	
Control No.	General Observations and Opportunities for Improvement	PLANNED ACTIONS			Status
		Action Items	Target Date	Responsible	
ISRDS-OFI-23-01	The office is tidy. Clean workspace. Consider removing the highlighted cell in the IPCR of the faculty.	Remove highlighted cells in the IPCRs of faculty	Dec. 15, 2023	4 faculty members	
ISRDS-OFI-23-02	Remove the Faculty Development Plan duplicate file with no affixed signatures on the filer.	Finalize Faculty Development Plan 2023 - 2028 and resubmit to APB	Dec. 15, 2023	LB Nuñez	

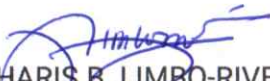

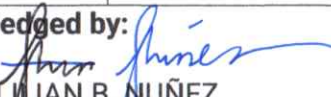
INTERNAL QUALITY AUDIT OFFICE

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 V02 07-11-2023

No.ISRDS-OFI-23-01

ISRDS-OFI-23-03	Follow up on the request to rewire the whole building for safety purposes.	Send follow-up letter.	Nov. 20, 2023	LB Nuñez	
ISRDS-OFI-23-04	No approved class observation form for the 2 nd semester AY 2022-2023 was presented. Ensure that the department keeps an approved class observation form.	Print the accomplished Class Observation forms and process these. 2nd sem 2022-2023	Nov. 20, 2023	LB Nuñez	
ISRDS-OFI-23-05	Ensure that the approved IFW is on file during the Audit. The department prepared and submitted the Individual Faculty Workload for the second semester of AY 2022-2023. However, there was no on file approved IFW during the Audit.	Increase the time allowance for processing of IFWs at the OVPREI. Note : CME Dean signed the 4 IFWs in March 2023. OVPAA released it on Oct. 12, 2023. IFWs stayed long at the OVPREI.	Jan. 31, 2024	4 Faculty members & dDRC	
Prepared by:  CHARIS B. LIMBO-RIVERA Internal Quality Auditor Date: 9/18/23		Reviewed by:  PAMELA P. ORAÑO Lead Internal Quality Auditor Date: 10/19/23		Acknowledged by:  LILIAN B. NUÑEZ Auditee Representative Date: 10/27/23	

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.



NOTICE OF MEETING

Date: 27 October 2023

To : All ISRDS Staff

No.	Name	Designation	Signature
1.	Ajoc, Anna Mor M.	SRA	
2.	John Carlo L. Beto	SRAide	
3.	Caparas, Merry Jean A.	Instructor I	
4.	Cerna, Mizael B.	Admin. Aide III	
5.	Dayondon, Rhea Angelie F.	Admin. Aide III	
6.	Delima, Gina A.	Instructor II	
7.	Edullantes, Melodina P.	SRS	
8.	Gisulga, Saloma B.	SRS	
9.	Gonzaga, Ernesto, Jr. A.	Admin. Aide VI	
10.	Pilare, Jake Ralph P	SRA	
11.	Tabada, Maria Aurora Teresita W.	Assoc Prof IV	

From : Dr. Lilian B. Nuñez, Director

Subject : Special Meeting

Date & Time : October 27, 2023 (Friday), 04:00 – 5:00 PM

Venue : ISRDS Training Room

PROPOSED AGENDA

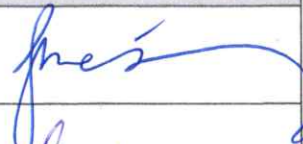

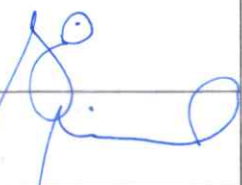

1. Call to Order

2. ISO Matters (Addressing the OFIs)

- ISRDS-OFI-23-01
- ISRDS-OFI-23-02
- ISRDS-OFI-23-03
- ISRDS-OFI-23-04
- ISRDS-OFI-23-05

ATTENDANCE SHEET

Training/ Activity Title: ISRDS Special Meeting for ISO Findings	
Implementing Office/ Unit: Institute for Strategic Research and Development Studies	
Venue: GRC, ISRDS	Date (s) : October 27, 2023

No.	Name	Gender	Department/ Unit	Designated Position	Email Address/Mobile No.	Signature
1.	LILIAN B. nuñez	F	ISRDS	Dir.	lilian.nunez @ ...	
2.	GINA A. DELIMA	F	ISRDS	Faculty	gina.delima@vsu.edu.ph	
3.	ERNESTO A. GONZAGA JR	M	ISRDS	AA	ernesto.gonzaga@vsu.edu.ph	
4.	MIZAFEL B. CERNA	M	ISR	AA3	mizafel.cerna@vsu.edu.ph	

No.	Name	Gender	Department/ Unit	Designated Position	Email Address/Mobile No.	Signature
5.	Merry Jean Caparas	F	ISRDS	Faculty	merry-caparas@vsu.edu.ph	Merry
6.	Gina Delima	F	ISRDS	Faculty	gina.delima@vsu.edu.ph	Gina
7.	Rhea Angelie F. Dayondon	F	ISRDS	AA	rhea.dayondon@vsu.edu.ph	Rhea
8.	JOHN CARLO L. BETON	M	ISRDS	SKA	john.beton@vsu.edu.ph	John
9.	ADOL. ANNA MOR M.	F	ISRDS	SKA	anna.gm@yahoo.com	Anna
10.	Pilarz, Jake	M	ISRDS	SRA	jake.pilarz@vsu.edu.ph	Jake
11.	MARY Tabada	F	GenEd ISRDS	Head/ Ass Prof IV	fern.tabada@vsu.edu.ph	Mary
12.						
13.						
14.						
15.						
16.						

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FM-VSU-07
v5 05-09-2023

No. 2023-549



MINUTES OF MEETING

**MINUTES OF
MEETING**

Type of Meeting: Special Meeting
Date and Venue: October 27, 2023; ISRDS Conference Room

Time Started: 4:00 PM
Time Ended: 5:00 PM

Presided by: LILIAN B. NUÑEZ

Prepared by: MERRY JEAN A. CAPARAS

Approved by: LILIAN B. NUÑEZ

ATTENDEES

NO.	NAME	OFFICE	
1.	Caparas, Merry Jean A.	ISRDS	Present
2.	Delima, Gina A.	ISRDS	Present
3.	Nuñez, Lilian B.	ISRDS	Present
4.	Tabada, Maria Aurora Teresita W.	ISRDS	Present
5.	Dayondon, Rhea Angelie F.	ISRDS	Present
6.	Gonzaga, Ernesto, Jr. A.	ISRDS	Present
7.	Cerna, Mizael B.	ISRDS	Present
8.	Betoy, John Carlo L.	ISRDS	Present
9.	Ajoc, Anna Mor M.	ISRDS	Present
10.	Pilare, Jake Ralph P.	ISRDS	Present
11.	Edullantes, Melodina P.	ISRDS	OB
12.	Gisulga, Saloma B.	ISRDS	On-leave

Agenda:

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	RESPONSIBLE PERSON
I	Call to Order The meeting was called to order at 4:00 PM.		LB Nuñez
II	New Business Addressing the OFIs		
	ISRDS received FM-QAC-22-General Observations and Opportunities for Improvement (OFI) List containing the		

	<p>findings of the ISO internal audit of ISRDS conducted by Dr. Charis Limbo-Rivera on September 18, 2023.</p> <p>ISRDS has five OFIs. The body discussed the OFIs and identified actions to take with the corresponding deadline.</p>		
	<p>ISRDS-OFI-23-01: Consider removing the highlighted cell in the IPCR of the faculty.</p>	<p>Remove highlighted cells in the IPCR of faculty members. This shall be adopted in the IPCR for July-December 2023.</p> <p>The dDRC shall proofread the IPCRs to ensure that the correct template is used.</p> <p><u>Target date:</u> December 15, 2023</p>	<p>Caparas, MJA Delima, GA Nunez, LB Tabada, MATW</p> <p>RAF Dayondon</p>
	<p>ISRDS-OFI-23-02: Remove the Faculty Development Plan duplicate file with no affixed signatures.</p> <p>The FDP for 2023-2028 was presented by LB Nunez to the APB. The plan needs to be revised and resubmitted to the APB.</p>	<p>Finalize the FDP 2023-2028 and resubmit it to APB.</p> <p><u>Target date:</u> December 15, 2023</p>	LB Nuñez
	<p>ISRDS-OFI-23-03: Follow up on the request to rewire the whole building for safety purposes.</p> <p>LB Nuñez recalled that after another near-fire incident at GA Delima's office, she sent a letter to Pres. Tulin reiterating ISRDS' request to rewire the whole building. The latter replied that it was an urgent matter to attend to.</p> <p>However, rewiring can only be done if the wooden parts, e.g., beams, columns, and walls, are replaced with concrete as the wooden parts are prone to pest infestation. Engr. Mario</p>	<p>Send a follow-up letter to the proper authorities.</p> <p><u>Target date:</u> November 20, 2023</p>	LB Nuñez

	Valenzona thus proposed for the concreting of the whole building but this is a long process to undertake considering the high budget requirement. This implies that rewiring will be delayed.		
	<p>ISRDS-OFI-04: No approved class observation form for the 2nd semester AY 2022-2023 was presented. Ensure that the department keeps an approved class observation form.</p> <p>LB Nuñez stated that she conducted a class observation session for each faculty member during the semester and she filled out the forms after the sessions. However, she was not able to print these. Although it is late, LB Nuñez will proceed with the processing and submission of the said forms.</p>	<p>Print the accomplished class observation forms for 2nd semester 2022-2023 and process these. For the succeeding semesters, see to it that the forms are submitted on time and approved forms are kept at the office.</p> <p><u>Target date:</u> November 20, 2023</p>	LB Nuñez
	<p>ISRDS-OFI-23-05: Ensure that the approved IFW is on file during the Audit. The department prepared and submitted the Individual Faculty Workload for the second semester 2022-2023. However, there was no IFW on file during the Audit.</p> <p>The body discussed that according to EA Gonzaga, alternate dDRC, the IFWs stayed long at the OVPREI because there were attachments, i.e., R&E project appointment papers, missing. Moreover, the ISRDS concerned faculty members did not get a timely feedback from OVPREI on this deficiency.</p>	<p>Increase the time allowance for processing of IFWs at the OVPREI.</p> <p>Attach to the IFW the necessary evidence, i.e. appointment paper per R&E project.</p> <p>At the start of the calendar year, all appointment papers of each staff shall be printed and processed so that the faculty members will have their complete set of approved appointment papers to be attached to their IFW.</p> <p><u>Target date:</u> January 31, 2024 (about two weeks from the start of the 2nd semester AY 2023-2024)</p>	<p>Caparas, MJA Delima, GA Nunez, LB Tabada, MATW</p> <p>RAF Dayondon EA Gonzaga, Jr. MB Cerna</p>

III	Adjournment Having discussed the OFIs and the corrective actions to take, the meeting was adjourned at 5:00 p.m.		LB Nuñez
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