



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



Management
System
ISO 9001:2015


www.tuv.com
ID: 9108658749

MEMORANDUM NO. 621

Series of 2024

TO: **Vivian V. Balbarino, Supply and Property Office Head**

RE: **Inspection Observations and Recommendations for Delivered Items/Goods**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **July 29, 2024**

The Inspectorate Team for REI conducted a physical inspection of items/goods that were delivered by the university suppliers. In view of this, this office received a report of the following observations during the inspection with the corresponding proposed recommendations:

| Observations | Proposed recommendations |
|--|---|
| 1. Chemicals do not have an indicated expiry date | Chemicals do not have an indicated This is important to identify lifespan for the usability of the chemicals/reagents. Should the packaging be less reflective of this feature, the supplier may establish mechanisms for end-user's safety in the utilization of the same. |
| 2. Some chemicals are not properly stored which may affect the quality of the item | Shelf-life, potency, efficiency are main considerations on the need to secure these items to safe, secured spaces. Chemicals are temperature-sensitive which the supply office must observe to preserve its quality. Provision of this unit not only enhances the safe working space of our employees, more so preserving the quality of our chemicals. |
| 3. Assisting personnel do not wear appropriate PPE during inspection of chemicals | It is our utmost responsibility to protect our employees from harm or work-related danger while performing their assigned tasks. PPE are essential to ensure that they are safe from chemical spills, glassware breakage among others. Basic PPEs are desired such as but not limited to face masks, hand gloves. |

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 2
FM-OOP-01
V05 06-06-2024
No. 24-621

| | |
|---|--|
| 4. Some of the items were tagged as available, yet not existent during the inspection | Office in-charge is expected to work in consonance with the assisting personnel/preparer for a more harmonized document. |
| 5.Extra chemicals/reagents are found to be in the area | Inventory mechanisms must be in place or reinforcements whenever available to maximize resources. |

Anent to these observations, you are directed to take into consideration the recommendations stipulated herein.

For your information and usual support.

cc: Director, ASO
VPAF