



Department of Agriculture  
**PHILIPPINE CARABAO CENTER AT  
 CAGAYAN STATE UNIVERSITY**  
 Tuguegarao City, Cagayan



INTERNAL AUDIT SUMMARY REPORT

SIR No.	DATE OF AUDIT	AUDITOR	AREA AUDITED/AUDITEE	DESCRIPTION OF NONCONFORMITY/OBSERVATION	MITIGATING MEASURE/CORRECTION	ROOT CAUSE	AGREED CORRECTIVE/PREVENTIVE ACTION	Evidence
1	26-Nov-21	MJ RKO OFI 01	Top Management	<p>It is noted that PCC requires to replenish manpower that has been vacated due to scheduled retirement like the Lead Auditor for QMS and other key positions in order to sustain and implement continuous quality operations and service.</p> <p><b>Clause 7.1.2 People</b>            (The organization shall determine and provide the persons necessary for the effective implementation of its quality management system and for the operation and control of its processes.)</p>	<p>The PCC at CSU have 4 trained internal auditors. One of them was a former Lead Auditor but when he became CBED Coordinator he was replaced by the current Lead auditor. Even if the current LA retires on Dec.31, 2021, the management is confident that our agency will sustain and implement continuous quality operations and service.</p>	Vacant position of CD not yet filled up	<ol style="list-style-type: none"> <li>Retraining/refreshers course for the 3 internal auditors.</li> <li>Identified four potential internal auditors to undergo a once a week training through the learning platform initiated by the agency's Management System Audit Office (MSAO) It aims to improve the auditors' competence, self-confidence, and self-assurance in their role as internal auditors of the agency.</li> </ol>	Certificates of training (R. Salas, A. Bulusan, R. Pifera, C. Quinet)

Prepared by:

MAXIMO B. WANDAGAN

Reviewed by:

SUSAN A. EUSTAQUIO

Approved by:

ROVINA R. PINERA

Form No.:  
PCCCS-QFAU-03

Retention period: 3 years

Revision No:  
04

Effectivity Date:  
March 02, 2020

*A food-secure Philippines  
 with prosperous farmers and fisherfolk*





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2	26-Nov-21	MJ RKO OFI 01	OPERATIONS & CONTROLS - CONTROL OF PRODUCTION AND SERVICE PROVISION: ARTIFICIAL INSEMINATION/ BULL	The department has presented its targets as required by Top Management; however, we were unable to find any reviews to track the progress of the opportunities found on previews reviews such as why the annual target for 2020 was not met. Based on the standard, the organization should also check the summary of Performance with corresponding analysis and evaluation Customer Satisfaction • Targets / objectives • Process/Product/Service performance • Effectiveness of action plan on identified risks • Performance of External providers Furthermore, it is also recommended that departments (where applicable) aside from top management, should have either a weekly, monthly, quarterly review (where possible) in order to monitor the progress and effectiveness of its processes.	PCC at CSU used 4DX as monitoring tool (daily report submission and daily transmission of result as feed backing mechanism). We also create google sheet for issues, solutions and opportunities to monitor the progress and effectiveness of their processes. We also conduct congruence meeting every quarterly review where all unit supervisors meet and report their accomplishments, activities and future plans. The Lead Auditor also issued SIRs for unmet targets as a reminder.	Why the unmet target for 2020 was not discussed in the management review (the draft copy was forwarded to the Auditor instead of the official/final copy)	All necessary inputs must be discussed in the management review and that the organization shall retain appropriate documented information as evidence of the results.	Copy of MR (draft and final copy) showing discussion on the unmet targets.

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