



VISAYAS
STATE UNIVERSITY

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QUALITY ASSURANCE**
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CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
1. Establish own OTP based on relevant function of the unit (GISSU)	RFCA-21-59	<ul style="list-style-type: none"> Review THE unit's function and formulate the OTP of GISSU based on its relevant function 	<ul style="list-style-type: none"> Computer 	<ul style="list-style-type: none"> Unit Head 	January 3-31, 2022
2. Prepare OPCR of GISSU	RFCA-21-60	<ul style="list-style-type: none"> Review the IPCR of the unit head and indicate the targets related to the function of the unit 	<ul style="list-style-type: none"> IPCR, computer 	<ul style="list-style-type: none"> Unit Head 	January 1-31, 2022
3. Submit request to OVPREI to hire one administrative position to act as ddRC	RFCA-21-61	<ul style="list-style-type: none"> Make a draft of the request and submit it to OVPREI 	<ul style="list-style-type: none"> Computer 	<ul style="list-style-type: none"> Unit Head 	November 2021
4. Hire an admin staff who will act as ddRC of the unit	RFCA-21-62	<ul style="list-style-type: none"> Post announcement for the hiring of 1 Admin staff Conduct an interview of applicants and submit a recommendation for the selected applicant 	<ul style="list-style-type: none"> Computer 	<ul style="list-style-type: none"> Unit Head 	November 2021