



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: **CAR-22-022**

Necessary Actions: (To be accomplished by process owner)

Correction: Applicable only to NCs)	RFCA No.
1. To submit the CY 2021 Extension 4 th Quarterly Report	Target Completion Date for Correction: March 4, 2022
	Risk Level for NCs: (1-10) 1-3 (Resolved at unit level) 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 (Resolved at the President's level)

Root Cause Analysis:

Why-why diagram

Why 1. What is the reason why the CY 2021 Extension 4th Quarterly Report for the project entitled "VSU Food, It's SAFE: Improvement and Sustainability of the Sanitation and Safety in Food Establishments" not submitted?

Reason 2. Timeline of activities was not followed.

Why?

----- Scheduled activities set for the 4th quarter were hampered due to the COVID-19 pandemic restrictions and typhoon Odette

Analyzed by:

Jocelyn G. Daclag
JOCELYN G. DACLAG
Process Owner

Reviewed by:

Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	Revisit the extension activities in the proposal	March 4, 2022
2	Identify feasible extension activities considering the restrictions due to the pandemic	March 4, 2022
3	Reschedule unimplemented activities	March 4, 2022
4	Religiously submit quarterly reports	Every end of the quarter for CY 2022
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