



CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
Request for document review to PM-ODI-03	RFCA-21-01	File Letter Request to ODIE	A4 bond paper, ink, printer, computer	DPBG Head	December 17, 2021

Prepared by:	Reviewed and Approved by:
ROMMEL M. GARRIDO Jr.	
Date:	Date: