

OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7534; Local 1076

Email: qac@vsu.edu.ph Website: <u>www.vsu.edu.ph</u>

Target Completion Date for Correction: October 2021

REQUEST FOR CORRECTIVE ACTION (RFCA)

RFCA No.

Reference Control No: DOP-NC-21-01

Correction: Applicable only to NCs)

Necessary Actions:

1	1. The organization fails to take			
	appropriate action to deal with nonconforming outputs	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:				
1. Error on the date of the Appointment of the DPhys dDRC received last September 25, 2021 (thru email)				
from OP as endorsed by ODQA was not immediately noticed. The error in the date was noticed only a day				
before the scheduled 3 rd ISO Internal Audit (October 8, 2021, Friday; 1:00 P.M).				
Analyzed by: Reviewed by:				
Allaryzou by.				
REV RHIZZA L. AURE			LUZ O. MORENO	
Process Owner			Lead Auditor /Member	
	Describe the necessary Corrective Actions:			
No	Action Description		Target Implementation Date	
1	Due to the scheduled 3rd ISO Internal Audit of the		October 2021	
	Department of Physics being on the next day after noticing			
	the error in the document, the Department of Physics			
	informed the Auditor regarding the error on the date when			
_	the appointment of the dDRC was asked.		Ontobas 2004	
2	A letter was made by the Department of Physics to ODQA last October 9, 2021 (Tuesday) informing them on the error		October 2021	
	on the appointment of the dDRC.	g them on the enor		
3	on the appointment of the abito.			
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Approved by:			Target Completion Date:	

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

REV RHIZZA L. AURE

Office / Unit Head

October 2021