



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: DOP-NC-21-01

Necessary Actions:

Correction: Applicable only to NCs)	RFCA No.
1. The organization fails to take appropriate action to deal with nonconforming outputs	Target Completion Date for Correction: October 2021
	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 3rd ISO Internal Audit (October 8, 2021, Friday; 1:00 P.M).

Analyzed by:

REV RHIZZA L. AURE
Process Owner

Reviewed by:

LUZ O. MORENO
Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	Due to the scheduled 3 rd ISO Internal Audit of the 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.	October 2021
2	A letter was made by the Department of Physics to ODQA last October 9, 2021 (Tuesday) informing them on the error on the appointment of the dDRC.	October 2021
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Approved by: REV RHIZZA L. AURE Office / Unit Head		Target Completion Date: October 2021