



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No:

Necessary Actions: (To be accomplished by process owner)

Correction: Applicable only to NCs)	RFCA No.
1. Only the head is organic to the unit. The dDRC who assisted the head during the internal audit is already officially part of another unit. All staff of the unit are on the Job Order status charged to a project. Thus, any skills acquired/developed by them are lost when the project ends. There are no RA's engaged in the unit during audit.	Target Completion Date for Correction: December 3, 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:

The staff assigned as dDRC was hired at the Department of Geodetic Engineering.

Analyzed by:

Reviewed by:

PASTOR P. GARCIA
Process Owner

LUZ O. MORENO
Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	Submit request to OVPREI to hire one administrative position to act as the dDRC of the unit.	November 2021
2		
3		

Approved by:

PASTOR P. GARCIA
Office / Unit Head

Target Completion Date:

December 2021

REVIEW / MONITORING

#	Remarks	Date	Reviewed/ Monitored by	Status