

Document Title: COI, CAR
Office/Unit: NSTP
Date Released: 10-29-2025
Please return on or before: 11-10
Date Returned to QAC:

☐ Notice of Meeting
☐ Minutes of Meeting
☐ Attendance Sheet

CORRECTIVE ACTION REPORT

CAR-IQA-NSTP-NC-25-01	Actual Date of Audit: 02 October 2025	CAR Issued Date:	Area/Activity: National Service Training Program
Auditor(s): ALELI A. VILLOCINO		Auditee/Process Owner: DARIO P. LINA	

Source of Nonconformity:

Internal Audit: X Complaints: _____ Others: _____

Classification of Findings: Major Nonconformity: _____ Minor Nonconformity: X
Observation: _____ Others: _____

NONCONFORMITY STATEMENT

Nonconformity Statement:

The NSTP office has not issued formal appointments or designations for the CWTS facilitators, which may affect the clarity of roles and responsibilities and is not fully aligned with ISO 9001:2015 Clause 5.3 and Clause 7.1.2 requirements.

Relevant Evidence:

During the audit, the NSTP office was unable to present official appointment or designation documents for the CWTS facilitators.

ISO 9001:2015 Clause and Requirement:

- Clause 5.3 – Organizational roles, responsibilities, and authorities: Responsibilities and authorities must be assigned, communicated, and understood.
- Clause 7.1.2 – People: The organization shall determine and provide the personnel necessary for effective process operation and control.

Prepared by: ALELI A. VILLOCINO Internal Auditor (For Internal Audit NCs) QMO (For NCs/findings outside Internal Audit)	Reviewed by: PAMELA P. ORAÑO Internal Lead Auditor (For Internal Audit NCs) Immediate Supervisor (For NCs/findings outside Internal Audit)	Acknowledged by: DARIO P. LINA Auditee/Process Owner
Date: <u>10-28-2025</u>	Date: <u>10/27/25</u>	Date: <u>11/14/25</u>



INTERNAL QUALITY AUDIT

Visayas State University, PQWW+GJF, Baybay City, Leyte
Email: iqa@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600; Local 1076