




CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCa No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
1. Immediately post the QP at the nursery/temporary office		Post QP in the Nursery	Printer and Tarpaulin	GLMO Unit Head	January 2022
2. To conduct regular ISO-related meetings for GLMO personnel		Conduct regular ISO-related meetings with all GLMO personnel	Paper, pen, and printer	GLMO Unit head and personnel	Effective immediately
3. Secure PM's relevant to the function of the unit		Request OQDA thru the university DRC controlled copies of relevant PM's, and to file the relevant PM's	Filling cabinet, folders, paper, data filer, printer, pen	University DRC, GLMO Unit Head, dDRC	January 2022
4. Assign a dDRC for GLMO		Request PPO director to assign one of it's staff as dDRC to GLMO	Printer and paper	PPO Director and GLMO Unit head	January 2022

Prepared by:	Reviewed and Approved by:
 RODEN D. TROYO	LUZ O. MORENO
Date: 2/8/2022	Date: