



CORRECTIVE ACTION REPORT

CAR Control No. : CAR-22-151

Date: March 3, 2022	Issued to: National Coconut Research Center- Visayas	Issued by: QMR
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NONCONFORMANCE / PROBLEM DESCRIPTION / OPPORTUNITY FOR IMPROVEMENT

A nonconformity was raised regarding the non-submission of **Office Performance Commitment and Review (OPCR) Targets for January - December 2022**. As per Memo Circular No. 126 s 2021 dated 26 November 2021 with Document Code FM-OOP-02 v2 and Control No. 21-126, states that the deadline for submission of OPCR Accomplishments is 15 days after the end of the rating period (Jan 15 & July 15) and OPCR Targets for the next year January-December is every December 25.

ISO Standard 19001:2015 Clause 10.2.1, When a nonconformity occurs, including any arising from complaints, the organization shall: a) react to the nonconformity and, as applicable: 1) take action to control and correct it. As part of continual improvement of the QMS, A Corrective Action Report (CAR) will be issued to units/offices who fails to submit their OPCR Accomplishment Report 7 days after the deadline.

Prepared by: ALELI A. VILLOCINO Quality Management Representative Date:	Reviewed by: MARIA JULIET C. CENIZA VP, OVPREI Date:	Acknowledged by: MARISEL A. LEORNA Director, NCRC-V Date:
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CORRECTION

~~Prepare OPCR Targets ahead of deadline~~
Prepare and submit OPCR targets before the ~~deadline~~ deadline

INVESTIGATION AND ROOT CAUSE ANALYSIS