

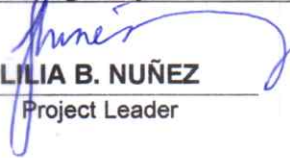




**CORRECTIVE ACTION REPORT**

<b>Control No.:</b> CAR-25-44	<b>Actual Date of Audit:</b>	<b>CAR Issued Date:</b> April 25, 2025	<b>Area/Activity:</b>
<b>Auditor(s):</b> Quality Management Officer		<b>Auditee/Process Owner:</b>	
<b>Source of Nonconformity:</b> Internal Audit: _____ Complaints: _____ Others: _____			
<b>Classification of Findings:</b> Major Nonconformity: _____ Minor Nonconformity: <u>1</u> / _____ Observation: _____ Others: _____			
<b>NONCONFORMITY STATEMENT</b>			
<b>Description of Nonconformity:</b> <p>The Project Leader has failed to submit the necessary extension project/s required for the submission of the 1st Quarterly Accomplishment Report for the year 2025, as outlined in the project's terms and conditions and endorsed by the Extension Office. The following extension projects are affected:</p> <ul style="list-style-type: none"><li>▪ <i>EXT102- Coaleasing Organization toward Locally Led Actions to Boost Development (COLLABDev) for Inopacan Development</i></li></ul>			
<b>Relevant Evidences:</b>  1. In reference to Extension Office Memorandum No. 02, all Extension Project Leaders are required to submit the VSU Extension Quarterly Report of Accomplishment Forms (FM-REI-10) to the Extension Office on a quarterly basis. For reference, a copy of the said memorandum is hereby attached.			
<b>ISO 9001: 2015 Clause and Requirement:</b> <b>Clause 7.2 - Competence</b> The organization shall: <ul style="list-style-type: none"><li>• Determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;</li><li>• Ensure that these persons are competent on the basis of appropriate education, training, or experience;</li><li>• Where applicable take action to acquire the necessary competence and evaluate the effectiveness of the actions taken;</li><li>• Retain appropriate documented information as evidence of competence</li></ul> <p>In addition, ISO <b>Clause 10.2.1a</b> which states that "When a nonconformity occurs, including any arising from complaints the organization shall react to the nonconformity and, as applicable take action to control and correct it", and Clause 10.1, The organization shall determine and select opportunities for improvement and implement any necessary actions to meet customer requirements and enhance customer satisfaction. These shall include, a) improving products and services to meet requirements as well as to address future needs and expectations by; b) correcting, preventing or reducing undesired effects.</p> <p>In addition, <b>Clause 5.1.4.7.</b> of PM-QAC-10, the implementation of the full corrective action must be completed in <b>not more than 7 working days upon receipt of the CAR.</b></p>			



<b>Prepared by:</b> <div style="text-align: center; margin-top: 20px;">   <b>ALELI A. VILLOCINO</b>  Quality Management Officer </div>	<b>Reviewed by:</b> <div style="text-align: center; margin-top: 20px;">   <b>CATHERINE C. ARRADAZA</b>  Director, Extension </div>	<b>Acknowledged by:</b> <div style="text-align: center; margin-top: 20px;">   <b>LILIA B. NUÑEZ</b>  Project Leader </div>	
Date: <u>05/05/2025</u>	Date: <u>05/06/2025</u>	Date: <u>05/09/25</u>	
<b>Checking for Similar Nonconformity (To be conducted by Auditor)</b> Do similar nonconformities exist or could potentially occur? Yes _____ No _____ If yes, Where it happen or what process? _____			
<b>ROOT CAUSE ANALYSIS</b>			
<b>Root Cause Analysis:</b> <p style="font-size: 1.2em; margin-top: 20px;">There were no project activities due to unavailability of partners from LGU.</p> <p style="font-size: 1.2em; margin-top: 20px;">Project staff overlooked the notice on report submission due to overlapping commitments.</p>			
<b>CORRECTION(S)</b>			
No.	Immediate Action	Date	Responsible Person
1	Prepare 1st Quarter Extension Report	May 14, 2025	LB Nunez
<b>ACTION(S)</b>			
No.	Actions	Date	Responsible Person
1	Prepare 1st Quarter Extension Report	May 24, 2025	LB Nuñez



Prepared by:  <b>LILIA B. NUÑEZ</b> Project Leader/Co-Process Owner Date: 05/09/25	Approved by:  <b>ALELI A. VILLOCINO</b> QMO Date:		
<b>MONITORING</b>			
<b>No.</b>	<b>Date</b>	<b>Monitored by</b>	<b>Status</b>
<b>ACTION VERIFICATION / FOLLOW-UP</b>			
<b>No.</b>	<b>Verification Remarks</b>	<b>Date</b>	<b>Verified by</b>
<b>Final Status:</b> <input type="checkbox"/> Closed <input type="checkbox"/> Failed (for re-issuance)		<b>Remarks:</b>	<b>Approved by:</b>  <b>Date:</b>
<b>If Corrective Action(s) are not effective, issue another CAR and formulate countermeasures.</b> New CAR # _____			
<b>Is there a need to update the Risk Register (ROAM):</b> Yes _____ No _____ If yes, update the Risk Register. Date of Update: _____ Risk ID: _____			
<b>Is there a need to make changes to the Quality Management System?</b> Yes _____ No _____ If yes, update the QMS. Date of Update/Revision: _____ Version Number: _____			



**VISAYAS**  
STATE UNIVERSITY

**EXTENSION**  
Office

03 April 2025

**EXTENSION OFFICE MEMORANDUM NO. 02**  
Series of 2025

TO : **Extension Project Leaders**

RE : **Submission of the Quarterly Accomplishment Report**

In accordance with the Procedure Manual PM-REI-04, Monitoring and Evaluation of Research, Extension and Innovation Projects, all Extension Project Leaders are required to submit the VSU Extension Quarterly Report of Accomplishment Form (FM-REI-10) to the Extension Office on a quarterly basis. This report is essential for monitoring and evaluating the progress of your extension activities in accordance with the schedule outlined in the Detailed Work Plan and/or requested services (FM-REI-16, REI Service Request Form) under PM-REI-05.

**Submission Guidelines:**

- Each project must upload their scanned report to this link: [2025\\_ Extension Accomplishment Report File](#) or, submit 1 hard copy of the **Quarterly Accomplishment Report** together with the supporting documents to the Extension Office and once it is received and validated, we will upload the report to the link provided above.
- Deadline for Submission:
  - 1<sup>st</sup> Quarter:** April 8, 2025
  - 2<sup>nd</sup> Quarter:** July 4, 2025
  - 3<sup>rd</sup> Quarter:** October 3, 2025
  - 4<sup>th</sup> Quarter:** January 6, 2026  
(this is the same date for the Annual Accomplishment Report)

In compliance with **ISO 9001-2015**, all versions of the forms must be updated, and all supporting documentation should be attached to the reports.

Failure to submit the required reports on or before the stated deadlines will result in the issuance of a Corrective Action Report (CAR).

Should you need any further clarification or assistance, please do not hesitate to reach out to our office.

Thank you for your cooperation.

  
**CATHERINE C. ARRADAZA**  
Director, Extension Office

Noted by:

  
**SANTIAGO T. PEÑA JR.** *4/4/25*  
Vice President for Research, Extension and  
Innovation

**EXTENSION OFFICE**

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**FM-VSU-01**  
V3 06-06-2024  
No. 25-165-EXT



**VISAYAS**  
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INSTITUTE FOR  
**STRATEGIC RESEARCH  
AND DEVELOPMENT  
STUDIES**

**NOTICE OF MEETING**

Date: 09 May 2025

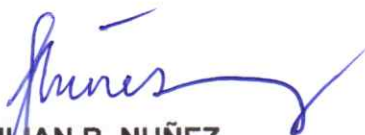
**To** : All Component Leaders of the COLLABDev Project

No.	Name	Designation
1.	Jannet C. Bencure	Component Leader
2.	Christopher Llonas	Component Leader
3.	Mauren Joy F. Manadong	Component Leader
4.	Elia Maury C. Jadina	Component Leader

**From** : Dr. Lilian B. Nuñez, Project Leader  
**Subject** : Compliance with CAR for COLLABDev Project  
**Date & Time** : May 09, 2025 (Friday), 3:00 PM  
**Venue** : ISRDS Conference Room

**PROPOSED AGENDA**

1. Call to Order
2. Immediate actions to take in compliance with CAR for COLLABDev Project
3. Updates by Component Leaders
4. Other matters

  
**LILIAN B. NUÑEZ**  
Director, ISRDS



**INSTITUTE FOR STRATEGIC RESEARCH  
AND DEVELOPMENT STUDIES**  
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**FM-VSU-05**  
V7 01-23-2025  
No. 2025-224



### MINUTES OF MEETING

Type of Meeting: COLLABDev Team Meeting  
Date and Venue: May 09, 2025; ISRDS Conference Room

Time Started: 3:05 pm  
Time Ended: 4:30 pm

Presided by : LILIAN B. NUÑEZ

Prepared by : ELIA MAURY C. JADINA

Approved by : LILIAN B. NUÑEZ

### ATTENDEES

NO.	NAME	OFFICE	
1.	Nuñez, Lilian B.	ISRDS	Present
2.	Bencure, Jannet C.	DGE	Present
3.	Llones, Christopher	ViSERDAC	Present
4.	Manadong, Mauren Joy F.	FTM	Maternity Leave
5.	Jadina, Elia Maury C.	ISRDS	Present

### AGENDA

NO.	TOPIC/S DISCUSSED	AGREED ACTIONS	TARGET DATE	RESPONSIBLE PERSON
1.	<b>Call to order</b>  The meeting was called to order at 3:00 pm by LB Nuñez, with the body already in a quorum, and decided to officially start the meeting at 3:05 pm.  A prayer was given by Ms. Elia Maury C. Jadina			
2.	<b>Immediate actions to take in compliance with</b>	Provide 1 <sup>st</sup> Quarter Extension Project Report	May 24, 2025	LBNuñez

<b>CAR for COLLABDev Project</b>			
<b>3. Updates by Component Leaders</b>	<ul style="list-style-type: none"> <li>- The GIS Training that was conducted last December received positive feedback from stakeholders in LGU Inopacan.</li> <li>- Training in Strengthening the Tourism initiatives of Inopacan shall commence as Ms. Manadong returns from her maternity leave</li> <li>- ongoing BMIS data cleaning in preparation for Inopacan dashboard updating and was even more delayed due to other issues</li> </ul>	July or August 2025	<p>Bencure, JC</p> <p>Manadong, MJF</p> <p>Llones, C</p>
<b>7. Other Matters</b>	Team Building or just a quick get together somewhere on June		Ms. EMCJadina
<b>8. Meeting Adjourned</b>	<p>No other matters discussed.</p> <p>The meeting adjourned at 4:30 PM.</p>		



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**ATTENDANCE SHEET**

<b>Training/ Activity Title:</b> Compliance with CAR for COLLABDev Project	
<b>Implementing Office/ Unit:</b> Institute for Strategic Research and Development Studies - COLLABDev	
<b>Venue:</b> ISRDS Conference Room	<b>Date (s) :</b> May 9, 2025

No.	Name	Sex (M/F)	Department/ Unit	Designated Position	VSU Email Address	Signature
1.	Lilian B. Nuñez	F	ISRDS	Director/Assoc. Prof V	lilian.nunez@vsu.edu.ph	
2.	Elia Maury C. Jadina	F	ISRDS	Instructor I	eliamaury.jadina@vsu.edu.ph	
3.	Jannet C. Bencure	F			jannet.bencure@vsu.edu.ph	
4.	Mauren Joy F. Manadong	F			mauren.manadong@vsu.edu.p h	on leave



5.	Christopher A. Llonas	M			christopher.llonas@vsu.org	

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.