



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: FARMI-NC-21-01

Necessary Actions: (To be accomplished by process owner)				
Correction: Applicable only to NCs		RFCA No.		
Prepare Memorandum of Agreement between Eco-FARMI VSU and Partners before the trainings will be conducted.		Target Completion Date for Correction: January 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: Clause 7.1.6				
CAO was in a hurry to conduct the training earlier than the agreed schedule due to the urgency of the activity to be implemented and to avoid conflict with other activities of CAO.				
Analyzed by:		Reviewed by:		
<u>DHENBER C. LUSANTA</u> Process Owner		<u>LUZ O. MORENO</u> Lead Auditor /Member		
Describe the necessary Corrective Actions:				
No	Action Description	Target Implementation Date		
1	Revisit/review the procedure on the availing of research, extension and innovation services (PM-REI-05)	January 2022		
2	On-time preparation of MOA and ensure that MOA is approved before the conduct of future trainings.	January 2022		
3	Continue rotation of MOA (with CAO-Baybay, City) called out during the audit interview for signatures.	December 2021		
4				
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Approved by:		Target Completion Date:		
<u>DHENBER C. LUSANTA</u> Office / Unit Head		January 29, 2021		
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status