





REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No.

Necessary Actions: (To be accomplished by process owner)		
Correction: <u>Applicable only to NCs</u> : Provision of a permanent CAS Dean's office	RFCA No. CAS-NC-21-01	
	Target Completion Date for Correction: December 31, 2023	
	Risk Level for NCs: 10 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: Please see attached Fishbone diagram		
Analyzed by:  <u>MA. THERESA P. LORETO</u> Process Owner		Reviewed by: <u>LUZ O. MORENO</u> Lead Auditor /Member
Describe the necessary Corrective Actions:		
No	Action Description	Target Implementation Date
1	Write a letter request to the OVPAF to include CAS Dean's office in the infrastructure budget proposal of the university.	December 31, 2021
2		
3		
Approved by:  <u>MA. THERESA P. LORETO</u> Office / Unit Head		Target Completion Date: December 31, 2023