

OFFICE OF THE DIRECTOR FOR **OUALITY ASSURANCE**

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CORRECTIVE ACTION REPORT

CAR Control No.:

CAR-22-085

March 3, 2022

Issued to:

Department of Biological

Sciences

Issued by:

QMR

NONCONFORMANCE / PROBLEM DESCRIPTION / OPPORTUNITY FOR IMPROVEMENT

A nonconformity was raised regarding the non-submission of Office Performance Commitment and Review (OPCR) Accomplishments for the period July - December 2021 and 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:

Reviewed by:

Acknowledged by:

A. VILLOCINO

Quality Management Representative Date:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

ANALYN M. MAZO Head, Department of Biological Sciences

Date:

CORRECTION

INVESTI			

i) so much paper works to be done to comply honce was not able to submit it on time.

CORRECTIVE ACTION								
#	Action	Target Date	Responsible Person					
	1) Make a timeline on the submission of documents that need to be submitted regularly to include but not limited	April-May 2000	againment Hash					
	for the following: a) open b) Ipen							
	C) Monual Report d) TTS							
Dra	epared by: Reviewed by:	Approved by:						

Prepared by:

ANALYN M. MAZO Head, Department of Biological Sciences Reviewed by:

BEATRIZ S. BELONIAS
Vice President for Academic
Affairs

Approved by:

ALELI A. VILLOCINO QMR

Date:

Date:

Date:

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.

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Vision: Mission: