



CORRECTIVE ACTION REPORT

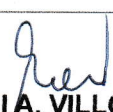


CAR Control No. : CAR-22-085

Date: March 3, 2022	Issued to: Department of Biological Sciences	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) 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:
 ALELIA 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

INVESTIGATION AND ROOT CAUSE ANALYSIS

1) So much paper works to be done / to comply hence was not able to submit it on time.

CORRECTIVE ACTION

#	Action	Target Date	Responsible Person
	<p>1) Make a timeline on the submission of documents that need to be submitted regularly to include but not limited to the following:</p> <ul style="list-style-type: none"> a) OPCR b) IPCR c) Annual Report d) TBS 	April-May 2022	Department Head

Prepared by:

ANALYN M. MAZO
Head, Department of
Biological Sciences

Date:

Reviewed by:

BEATRIZ S. BELONIAS
Vice President for Academic
Affairs

Date:

Approved by:

ALELI A. VILLOCINO
QMR

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.

