



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: __DFST-NC-21-01

Necessary Actions: (To be accomplished by process owner)

Correction: Applicable only to NCs	RFCA No.
	Target Completion Date for Correction:
	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:

Why-why diagram

Why1. What is the reason why the subject has no approved OBE-Syllabus at the start of the semester?

Reason 1. Time preparation of the new course syllabus is not sufficient.

Why?

--- since the gap between the second semester and first semester is too close.

Why?

----because, there is a delay in the start of the previous semester.

Why?

----Adjustment to the new normal set up

Why1. What is the reason why the subject has no approved OBE-Syllabus at the start of the semester?

Reason 2. DIMRC delayed the review of the syllabus


Why?

-----The process of review and refinement of the course syllabus was overlooked

Why?

----- monitoring system is not in place

Analyzed by:


LORINA A. GALVEZ
 Process Owner

Reviewed by:

 Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	To create a draft of monitoring system	December 10,2021
2	Present the draft monitoring system for the approval of the body	December 13,2021
3	Create a memo for the effectivity of the system	December 15,2021

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.