



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: GLMO-NC-21-01

Necessary Actions: (To be accomplished by process owner)		
Correction: Applicable only to NCs) Vacant room in the PPO office will be used as GLMO office.	RFCA No.	
	Target Completion Date for Correction: December 31, 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: Why 1: The temporary office (Nursery) was still under proposal. Why 2: The existing office of the GLM head was at the PPO building, where QP was posted. Why 1: Meetings about ISO-related concerns were conducted with top management under PPO. Why 2: Only the landscaping works/activities were the agenda discussed on the regular meetings conducted with all landscaping personnel.		
Analyzed by:		Reviewed by:
RODEN D. TROYO Process Owner		LUZ O. MORENO Lead Auditor /Member
Describe the necessary Corrective Actions:		
No.	Action Description	Target Implementation Date
1	The proposed new office at the nursery is not yet approved. Hence, the existing office at the PPO building will be utilized.	December 31, 2021
2	Outputs of the meeting about ISO-related concerns from the top management of PPO will be communicated to the landscape personnel.	December 31, 2021
Approved by:		Target Completion Date:
RODEN D. TROYO Office / Unit Head		December 31, 2021

REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: GLMO-NC-21-02

Necessary Actions: (To be accomplished by process owner)				
Correction: Applicable only to NCs) Review of the PPO Quality Procedures and Guidelines.		RFCA No.		
		Target Completion Date for Correction: December 31, 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: Why 1: The unit head is not aware of the procedure manual of the unit. Why 2: No proper turnover of the previous unit head.				
Analyzed by: RODEN D. TROYO Process Owner		Reviewed by: LUZ O. MORENO Lead Auditor /Member		
Describe the necessary Corrective Actions:				
No.	Action Description		Target Implementation Date	
1	To ask a copy of existing procedure manuals from PPO.		December 31, 2021	
Approved by: RODEN D. TROYO Office / Unit Head		Target Completion Date: December 31, 2021		
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status

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REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: GLMO-NC-21-03

Necessary Actions: (To be accomplished by process owner)				
Correction: Applicable only to NCs) Request appointment letter to let the existing dDRC of PPO will serve as the dDRC of GLMO.		RFCA No.		
		Target Completion Date for Correction: December 31, 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: Why 1: No existing dDRC was assigned to the unit before the unit head took over. Why 2: The unit head cannot assign a dDRC from GLMO's personnel since no one is computer literate.				
Analyzed by: RODEN D. TROYO Process Owner		Reviewed by: LUZ O. MORENO Lead Auditor /Member		
Describe the necessary Corrective Actions:				
No.	Action Description		Target Implementation Date	
1	PPO's dDRC will be assigned as the unit's dDRC		December 31, 2021	
Approved by: RODEN D. TROYO Office / Unit Head		Target Completion Date: December 31, 2021		
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status

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