



**REQUEST FOR CORRECTIVE ACTION (RFCA)**

Reference Control No: OCL-NC-21-02

Necessary Actions: (To be accomplished by process owner)				
Correction: Applicable only to NCs  PM-VPS-02 does not exist		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:  1. Library doesn't have a copy of PM-VPS-01 2. Library was not provided with a copy by the DRC 3. Library was not involved or not part of the implementation.				
Analyzed by:  <u>VICENTE A. GILOS</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	Shall ask a copy of the PM-VPS-01 to the DRC		After the receipt of the valid RFCA	
2				
3				
4				
5				
6				
7				
8				
Approved by:  <u>VICENTE A. GILOS</u> Office / Unit Head			Target Completion Date:	
<b>REVIEW / MONITORING</b>				
#	Remarks	Date	Reviewed/ Monitored by	Status