



NONCONFORMITY REPORT

Control No. : GLMO-NC-21-03	Audit Date : August 27-October 18, 2021	Area/Activity : ILE, GLMO, RDE Network Secretariat, DAS, GISSU, CASL, Office of the Director for Extension, DGE, OSEHA
Auditor(s) : MC Magdadaro Jr., SB Lina, EE Ongy, RB Armecin, DP Peque		Auditee(s) : Unit Heads and dDRCs
Nonconformance Category : ☐ Major ☒ Minor		Audit Type: ☒ Internal ☐ External

NONCONFORMITY STATEMENT

Description of Nonconformity:

The organization fails to provide persons necessary for the effective implementation of its QMS and fails to effectively communicate the QMS to its personnel

Relevant Evidences:

1. ILE does not have an assigned dDRC (ILE)
2. GLMO does not have an assigned dDRC (GLMO)
3. There was no specific Head of the Office and currently the Vice President for REI is taking the role as head of ViCARP and not as RDE Network (RDE Network Secretariat)
4. No licensed chemist as laboratory in-charge to conduct physico-chemical analyses (DAS)
5. Only the head is organic to the unit. The dDRC who assisted the head during the internal audit is already officially part of another unit. All staff of the unit are on Job Order status charged to a project. Thus, any skills acquired/developed by them are lost when the project ends. There are no RA's engaged in the unit during the audit. (GISSU)
6. The Lab has currently no dDRC (CASL)
7. There was an appointed dDRC for 2021, but said staff has transferred to another unit since June 2021. No replacement of dDRC has been identified yet (GISSU)
8. No staff to provide the packaging of communication materials, assist in the training implementation and coordination, and provide administrative support in the delivery of training services. Currently, the office has only two staff (one is casual and the other one is retireable). The JO staff just transferred to another job outside of VSU. This finding recurred from the last internal quality audit. This is a recurring OFI. (Office Director for Extension)
9. The unit does not have any administrative regular staff since the start of the opening of their department for more than 12 years of existence (DGE)
10. There is no personnel/dDRC assigned to the office who can work with the director/head for the housing facilities. She is assigned/designated as head of 3 offices. There is no dDRC/personnel assigned to the office (OSEHA)