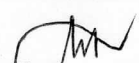
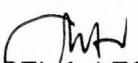




REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: NCRC-NC-21-02

Necessary Actions: (To be accomplished by process owner)

(The organization fails to ensure that documented information required by the QMS is available, updated and controlled.)	RFCA No.	
	Target Completion Date for Correction:	
<u>Correction: Applicable only to NCs:</u> During the audit (September 27, 2021), the dDRC of NCRC-V called OVPREI and requested a copy of the procedural manual for Risk Assessment (PM-VPR-02). Then OVPREI advised NCRC-V to secure an e-copy of the said documents at OVPREI QMS folder which the dDRC did. Maintain an updated copy of the procedural manual on Risk Assessment. This will be used as guide for the preparation of NCRC-V OPCR Targets for 2022.	Risk Level for NCs: (5) 4-6 (Resolved at dean/director level)	
Root Cause Analysis: NCRC dDRC was not able to follow when was the procedural manual on Risk Assessment was cascaded.		
Analyzed by:  <u>MARISEL A. LEORNA</u> Process Owner	Reviewed by: <u>DENNIS P. PEQUE</u> Lead Auditor /Member	
Describe the necessary Corrective Actions:		
No	Action Description	Target Implementation Date
1	Always check emails to keep updated on notices and information related to ISO forms, guidelines and procedures.	December 2, 2021
2	Secure an updated copy of the procedural manual on Risk Assessment (PM-VPR-02)	December 2, 2021
3	Conduct meeting with NCRC staff for OPCR Targets incorporating risk assessment and action plans	December 6, 2021
Approved by:  <u>MARISEL A. LEORNA</u> Office / Unit Head		Target Completion Date: December 15, 2021