



## REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: FARMI-NC-21-01

Necessary Actions: (To be accomplished by process owner)

Correction: Applicable only to NCs	RFCA No.
1. Prepare Memorandum of Agreement between Eco-FARMI VSU and partners before the trainings will be conducted.	Target Completion Date for Correction:
	Risk Level for NCs: (1-10) 1-3 ( <b>Resolved at unit level</b> ) 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 (Resolved at the President's level)

Root Cause Analysis: Clause 8.5.1

A meeting between CAO and FARMI was held that each party's responsibilities were verbally planned and agreed upon for conducting training on vermicomposting, biofertilizer production and natural farming concoctions. It was agreed on the meeting that eco-FARMI will provide the technology, resource person and other training materials, and CAO will provide the needed raw materials for biofertilizer and natural farming inputs as well as foods for the participants. But due to urgency and to avoid conflicts with other activities of CAO, their office decided the early scheduling of the agreed training even if the MOA is on process.

Analyzed by:

**DHENBER C. LUSANTA**  
Process Owner

Reviewed by:

**LUZ O. MORENO**  
Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	To continue the rotation of MOA for signatures.	December 2021
2	Revisit procedure manual on availing the training service.	January 2022
3	On-time preparation of MOA for trainings next year.	January 2022
4		
5		
Approved by:		Target Completion Date:
<b>DHENBER C. LUSANTA</b> Office / Unit Head		

## REVIEW / MONITORING

#	Remarks	Date	Reviewed/ Monitored by	Status
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