



NONCONFORMITY REPORT

Control No. :	DoPAC-NC-22-01	Audit Date :	September 19 – October 05, 2022	Area/ Activity :	DoPAC, GLMO, OHILE, ODS, CME, DOH, ISRDS, OHPPEs, Dept. of Statistics, OHA, PhilRootcrops, OHBHM, OHPP, OSEHA, DBM, OHIA, NCRC-V, Dept. of Physics
Auditor(s) :	SB Lina, MC Magdaro Jr., EE Ongy, MB Loreto Jr., SO Villagonzalo, DP Peque, JGF Jansalin, EG Loreto, MEM Umpad, RH Dohiling, VA Gilos, CB Limbo, LOMoreno			Auditee(s) :	Unit Heads and dDRCs
Nonconformance Category :	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor		Audit Type:	<input checked="" type="checkbox"/> Internal <input type="checkbox"/> External _____	

NONCONFORMITY STATEMENT

Description of Nonconformity:

The organization fails to ensure that documented information required by the QMS is available, updated and controlled

Relevant Evidences:

1. Old version of VPR Procedure Manuals PMs is still on file. (DoPAC)
2. Supervisory Plan is available but not signed by the Dean (DoPAC)
3. In the Service Request Forms on file (e.g. GLM-22-571, GLM-22-292) the section for the customer satisfaction rating was not filled out (GLMO)
4. The Service Request Forms at ILE were not properly filed; many forms lack approval/signature; many forms lack control numbers (OHILE)
5. The form used for FM-ODS-36 of PM-ODS-17 is FM-VSU-05. FM-VSU-05 is not a registered form and is not reflected in PM-ODS-17 (ODS)
6. The filed PPMP has no countersign/signature of Budget Head. The PDS/PDF filed has no signature of the faculty/staff and also indication that it was submitted (Jan -Aug, 2022). The filed 2021 NAP bears no signature (CME)
7. A sample of filed official communication (Feb. 28, 2022) has no control number and Service Request Forms on file (7/7) were not completely filled out (CME)
8. Lacking Individual faculty workload (DBM (5 faculty with no IFW, DoE: only 3 are available, ISRDS: only 3 are available) (CME)
9. Some filed documents (IPCR, OPCR) are signed but not dated accordingly, NAP lack signatures, other documents have signatures but no dates. PM-VPA and PM-IMD are not complete. (DOH)
10. Attendance sheets during meetings of the unit and some of the VPA-FM-03 (arrangement of classes to be missed) have no assigned control number (ISRDS)
11. There were documents on file that did not have proper control, code & stamp, lacking control number, documents with non- traceable control number and no signatures. Obsolete documents (e.g. QPs, GLs and forms) were on file. (OHPPEs)