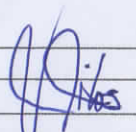




CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
The Office of the Chief Librarian shall ask a copy of the PM-VPS-01 from the DRC	RFCA-21-20	Using the Document Requisition Log, the dDRC of the Office of the Chief Librarian shall request a copy of the PM-VPS-01 from the DRC	Human Resource	dDRC/ Office of the Chief Librarian	After the receipt of the valid RFCA

Prepared by: 	Reviewed and Approved by:
VICENTE A. GILOS	
Date: 12/10/2021	Date: