



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: DOP-NC-21-01

Necessary Actions:

Correction: Applicable only to NCs)	RFCA No.
The organization fails to take appropriate action to deal with nonconforming outputs	Target Completion Date for Correction: October 2021
	Risk Level for NCs: (1-10) 1-3 (Resolved at unit level) 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 Resolved at the President's level

Root Cause Analysis:

1. The Department of Physics received the document last September 25, 2021 from OP (thru email) as endorsed by QAC.

Analyzed by:

REV RHIZZA L. AURE
Process Owner

Reviewed by:

LUZ O. MORENO
Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	During the 3 rd Internal Audit dated October 8, 2021 (Friday), the Department of Physics informed the auditor of the error of the document.	October 2021
2	The Department of Physics sent a letter to QAC informing them of the error on the appointment of the dDRC.	October 2021
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Approved by:		Target Completion Date:
REV RHIZZA L. AURE Office / Unit Head		October 2021

REVIEW / MONITORING

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

#	Remarks	Date	Reviewed/ Monitored by	Status