



REQUEST FOR CORRECTIVE ACTION (RFCA)

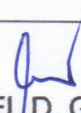
Reference Control No: DAS-NC-21-01

Necessary Actions: (To be accomplished by process owner)

Correction: Applicable only to NCs) Re-organize filing system for easy retrieval. Re-write a letter requesting budget for third party calibration with supporting documents.	RFCA No. Target Completion Date for Correction: December 31, 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)
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Root Cause Analysis: The document was available but not immediately located because of improper document filing. Letter was made and submitted to top management regarding budget amounting to Php100,000.00 for third party calibration, however, budget was not yet granted. Covid-19 restriction does not allow entry of third party calibrators for laboratory equipment.

Analyzed by:


MANUEL D. GACUTAN, JR.
Process Owner

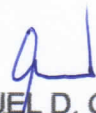
Reviewed by:

LUZ O. MORENO
Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	Re-organize filing system for easy retrieval	December 31, 2021
2	Re-write a letter requesting budget for third party calibration with supporting documents.	
3		
4		
5		
6		
7		
8		

Approved by:


MANUEL D. GACUTAN, JR.
Office / Unit Head

Target Completion Date:

December 31, 2021

REVIEW / MONITORING

#	Remarks	Date	Reviewed/ Monitored by	Status

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.