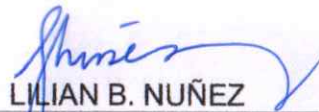




CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
Assign control numbers to Attendance Sheets during meetings of the unit and some of the FM-VPA-03 (arrangement of classes to be missed).	RFCA-NC-22-60	1. Advise dDRCs to perform the document control task meticulously and with mastery.	None	ISRDS Director	November 15, 2022
		2. Double-check the assignment of control numbers to all documents.	None	dDRCs	November 15, 2022 (daily)
		3. Assign control numbers to documents (of year 2022) without control numbers.	None	dDRCs	December 12, 2022 to January 31, 2022

Prepared by:


LILIAN B. NUÑEZ
Director, ISRDS

Date: December 23, 2022

Reviewed and Approved by:

LUZ O. MORENO
Lead IQA

Date: