



December 3, 2021

Dr. Daniel Leslie S. Tan
Risk Manager

Dear Dr. Tan:

Good day!

I am returning your GOOI List for revision. Here are my comments/suggestions on the action items per OFI for your consideration as follows;

1. **ROA-OFI-21-01.** Please attach copy of holdover capacity appointment since this is already completed.
2. **ROA-OFI-21-04.** Indicate action plan for observation related to familiarization of mandatory procedures relevant to your process.
3. **ROA-OFI-21-07.** Include in your action plan the submission of the revised Risk Assessment Guideline containing all the suggested inputs to be included in the said guideline to ODQA thru DRC for document control/registration.
4. **ROA-OFI-21-09.** What is being required in this OFI is the **implementation** of the Crisis Management Plan so your action plans should be on how are you going to implement these plans
5. **ROA-OFI-10.** Your action plans for this OFI should be on the monitoring of your action plans of your OFIs, have you done this activity?, if already done, present the monitoring form as to the status of the filed action plans.
6. **ROA-OFI-21-11.** Your action plans for this should be on the implementation of the action plans reflected in the GOOI list of your FSA findings. When are you going to implement these actions? (these should be immediately acted before the MR meeting this coming 2nd week of January 2022)

Thank you.

Very truly yours,

LUZ O. MORENO
IQA Lead Auditor