



CORRECTIVE ACTION PLAN

| Corrective action | Reference (RFCA No.) | Activities | Resources needed | Person/ Unit responsible | Timeline to implement |
|---|----------------------|---|------------------|-------------------------------------|-----------------------|
| The department will set a plan/timeline of activities for the preparation/revision/review/submission of course syllabi to ensure that all course syllabi are approved before the start of classes of the succeeding semester. | RFCA – 21 – 19 | 1. Department meeting to set the timeline of activities for the preparation/revision/review/ submission of course syllabi | Zoom account | Department head, all faculty | November 26, 2021 |
| | | 2. Prepare an inventory of courses to be offered in the 2 nd semester, AY 2021-2022. | None | Department head, all faculty, clerk | December 10, 2021 |
| | | 3. Assign courses to faculty. Identify courses for which syllabi need to be revised or prepared. | None | Department head, all faculty | December 13-17, 2021 |
| | | 4. Submit draft copies of new/revised syllabi. | Office supplies | Faculty | January 10, 2022 |
| | | 5. Review the draft new/revised syllabi. | None | DIMRC | January 10-14, 2022 |
| | | 6. Revision after the | Office supplies | | |

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| | | review process/submission to Dean's Office and OIMD for verification and approval of the course syllabi | | Faculty, DIMRC, CAS Dean, OIMD | January 17-21, 2022 |
| | | 7. Compile approved course syllabi for courses to be offered in the 2 nd semester, AY 2021-2022 | Office supplies | dDRC | January 28, 2021 |

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| Prepared by: | Reviewed and Approved by: |
| EUSEBIO R. LINA, JR. | |
| Date: Dec. 13, 2021 | Date: |