

OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE

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CORRECTIVE ACTION PLAN

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

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

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