



## REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: PPES-NC-21-01

Necessary Actions: (To be accomplished by process owner)

Correction: Applicable only to NCs)	RFCA No.
Coordinate with the Procurement Office status of the requested unit.	Target Completion Date for Correction: December 31, 2021
	Risk Level for NCs: (1-10) <b>1-3 (Resolved at unit level)</b> 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 (Resolved at the President's level)

Root Cause Analysis:

Why 1: The office had already requested desktop/CPU as a replacement for the existing units.

Why 2: The office failed to follow-up the status of the requested items.

Analyzed by:

Reviewed by:

**MARLON G. BURLAS**  
Process Owner

**LUZ O. MORENO**  
Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	Communicate to the procurement office for an update of the suggested item.	December 31, 2021
2	Communicate to MIS since they had already allocated computers for all university offices.	December 31, 2021

Approved by:

**MARLON G. BURLAS**  
Office / Unit Head

Target Completion Date:

December 31, 2021

## REVIEW / MONITORING

#	Remarks	Date	Reviewed/ Monitored by	Status
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