



3/4/22

CORRECTIVE ACTION REPORT

CAR Control No. : CAR-22-031

Date: March 3, 2022

Issued to: Department of Biological Sciences

Issued by: QMR

NONCONFORMANCE / PROBLEM DESCRIPTION / OPPORTUNITY FOR IMPROVEMENT

A nonconformity was raised regarding the non-submission of grades for the First Semester School Year 2021-2022 on the following subjects:

- **MarB 11 (E134)**
- **Zool 11 (E297), MarB 111 (E331), Bsci 102 (E396, E398, E400), Biol 123n (E400)**
- **Zool 129 (E315)**
- **MarB 15 (E037)**
- **BSci 103 (E367, E369) Biol 200a (EF03)**
- **Botn 21n (E001, E324)**
- **Botn 21n (E015, E221)**
- **Biol 200.1n (ET05, ET15), MarB 200.1 (ET27)**
- **MarB 13 (E039), ScTS 11c (R276), BTec 22n (R281), BTec 141 (R290)**
- **ScTS 11b (E392), BTec 154 (R293), BTec 149 (R296)**
- **Zool 115 (E186), Zool 127b (E354)**
- **MarB 11 (E131)**
- **Zool 21b (E317) * NOT found in cumulus**
- **Biol 200.1n (ET13)**
- **Biol 200.1n (ET10, ET24), MarB 200.1 (ET23)**
- **Biol 200.1n (ET08, ET11)**
- **Biol 200.1n (ET07, ET20)**
- **Biol 200.1n (ET19, ET04), MarB 200.1 (ET22),**
- **MarB 117 (E337), Biol 152n (E309), Biol 200.1n (ET03, ET14), MarB 200.1 (ET30)**
- **Biol 200.1n (ET06, ET02)**
- **Biol 200.1n (ET31)**
- **ScTS 11b (E389)**
- **Biol 200.1n (ET16)**
- **Biol 200.1n (ET09)**

The late submission of grades has been a recurring nonconformity during the Certification Audit (CA), 2nd Internal Quality Audit, 2nd IQA, FSA, and 3rd Internal quality Audit. One of the action plans to be implemented is the issuance of CARs to the unit/department whose faculty members fails to submit the grades after the set deadline which will be implemented effective end of First Semester 2020-2021. In adherence to ISO Clause 10.2.1a which states that "When a nonconformity occurs, including any arising from complaints the organization shall react to the nonconformity and, as applicable take action to control and correct it", and Clause 10.1, The organization shall determine and select opportunities for improvement and implement any necessary actions to meet customer requirements and enhance customer satisfaction. These shall include, a) improving products and services to meet requirements as well as to address future needs and expectations by; b) correcting, preventing or reducing undesired effects.

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Date: March 3, 2022

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Dean, CAS

Date:

ANALYN M. MAZO
Head, DBS

Date:

CORRECTION

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

INVESTIGATION AND ROOT CAUSE ANALYSIS

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

CORRECTIVE ACTION			
#	Action	Target Date	Responsible Person

Approved by:

CLOSURE				
Final Status:	<input type="checkbox"/> Closed	<input type="checkbox"/> Failed (for re-issuance)	Approved by:	Date: