



VISAYAS
STATE UNIVERSITY



**QUALITY
ASSURANCE
CENTER**

CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
1. Since it's almost the end of the year, the Risk Management Office advised to not create and instead make sure to submit planning forms for 2024	CAR-IQA-GISU-NC-23-01	- Create and submit: SWOT, ROAM, OTP, NEIP, WFP,	Planning forms from OVPREI	CA Manigo	January 2024
2. For external calibration, a budget will be requested through OVPREI or (OHILE)	CAR-IQA-GISU-NC-23-02	- Submit letter request for funding	Printer, A4 Paper	CA Manigo	January 12, 2024
3. For internal calibration, all maintenance and calibration activities will be documented	CAR-IQA-GISU-NC-23-02	- Draft a form for internal calibration - Conduct internal calibration	Printer, A4 Paper	FP Babilonia	January 30, 2024 February 5, 2024

QUALITY MANAGEMENT SYSTEMS OFFICE

Visayas State University, PQWW+GJF, Baybay City, Leyte

Email: qmo@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565; Local 1076

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No.