
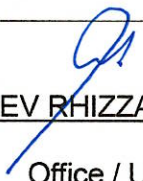




REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: NCR-21-05c

Necessary Actions:		
Correction: Applicable only to NCs)	RFCA No.	
1. No approved course syllabi for all in the 1 st semester 2021-2022 was presented. All course syllabi are still at the Deans office for approval (as per audit interview). MOM-dated August 25, 2021-included in the minutes the revision of courses syllabus revise syllabus grading system, PM-OIMD-03-v2- October 2, 2020.	Target Completion Date for Correction: Two (2) weeks before the start of the next semester.	
	Risk Level for NCs: (1-10) 1-3 (Resolved at unit level) 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 Resolved at the President's level	
Root Cause Analysis: 1. Why is the Department of Physics (DPhys) called out for NC? -There was no approved course syllabi for all courses. 2. Why are those no approved syllabi for all courses? - Late submission of course syllabi. 3. Why did the faculty submit late? - Course syllabi (e.g., grading system, quality objectives, among others) were revised because the department was just established last August 1, 2021.		
Analyzed by:  REV RHIZZA L. AURE Process Owner	Reviewed by: LUZ O. MORENO Lead Auditor /Member	
Describe the necessary Corrective Actions:		
No	Action Description	Target Implementation Date
1	Remind the faculty to submit course syllabi before the start of classes.	Two (2) weeks before the start of the next semester.
2	Orientation Seminar on Course Syllabus	Two (2) weeks before the start of the next semester.
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Approved by:  <u>REV RHIZZA L. AURE</u> Office / Unit Head			Target Completion Date: Two weeks before the start of the next semester.	
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status