




CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
Indicate the names and signatures of the responsible personnel in the maintenance form (FM-PPO-21).	DABE-OFI-21-01	Input the name and signature of the responsible personnel in the maintenance form	Office Supplies	AA Guarte LG Mazo EP De Padua	October 2021
Release a memo requiring all DABE faculty members to update their HRIS profiles.	DABE-OFI-21-02	Release a departmental memorandum	Office Supplies	EP De Padua (DABE-Head)	21 December 2021
Keep and File the confidential documents in a more secure location	DABE-OFI-21-03	Put the files in a cabinet with lock	NONE	LL Gulane EP De Padua	November 2021
Install locks in the existing filing cabinet of the Department	DABE-OFI-21-03	Purchase locks for the cabinet	Funds	LG Mazo	10 December 2021
Conduct a workshop for the creation of the prioritization guidelines on the utilization, re-establishment and upgrading of DABE facilities for instruction and RDE purposes/activities.	DABE-OFI-21-04	Schedule a workshop for DABE faculty and staff	NONE	EP De Padua & DABE Personnel Committee	07 January 2022

Prepared by:	Reviewed and Approved by:
 ELDON P. DE PADUA	_____ LUZ O. MORENO
Date: 05 January 2022	Date: _____