



## CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
1. Issue memorandum to the dDRC and Assistant dDRC to review the internal guideline on the Formatting of VSU Letterheads and Forms (GL-INF-01) in order to ensure that proper formatting of forms are followed and communications/directives and the likes are checked in accordance to the guideline prior to being filed/scanned.	Proc-NC-21-01	1. Prepare memorandum directing the dDRC and Assistant dDRC to review the internal guideline on the Formatting of VSU Letterheads and Forms (GL-INF-01) in order to ensure that proper formatting of forms are followed and communications/directives and the likes are checked in accordance to the guideline prior to being filed/scanned	Manpower, PC, Bond paper	JCEcleo	December 14, 2021
		2. Issue memorandum to the dDRC and Assistant dDRC	Manpower	JCEcleo	December 15, 2021