



December 9, 2021

DR. LUZ O. MORENO

IQA Lead Auditor

Visayas State University

Visca, Baybay City, Leyte

6521

Dear Dr. Moreno:

Greetings!

In response to the recent **Nonconformity Report** document with **Control No.: DoP-NC-21-02** returned to the Department of Physics (DPhys), I am respectfully submitting the revised Root Cause Analysis (RCA) as "Error on the date of the Appointment of the DPhys dDRC received last September 25, 2021 (thru email) from OP as endorsed by ODQA was not immediately noticed. The error in the date was noticed only a day before the scheduled 3rd ISO Internal Audit (October 8, 2021, Friday; 1:00 P. M.)".

As for the necessary Corrective Actions for the Nonconformity Report, the following were taken:

1. Due to the scheduled 3rd ISO Internal Audit of the Department of Physics being on the next day after noticing the error in the document, the Department of Physics informed the Auditor regarding the error on the date when the appointment of the dDRC was asked.
2. A letter was made by the Department of Physics to ODQA last October 19, 2021 (Tuesday) informing them of the error on the appointment of the dDRC.

Thank you very much.

Sincerely yours,


REV RHIZZA L. AURE

Head, DPhys

Noted:

MA. THERESA P. LORETO

Dean, CAS