



CORRECTIVE ACTION REPORT

CAR Control No. : CAR-22-030

Date: March 3, 2022	Issued to: Department of Agcultural and Biosystems Engineering	Issued by: QMR
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NONCONFORMANCE / PROBLEM DESCRIPTION / OPPORTUNITY FOR IMPROVEMENT

A nonconformity was raised regarding the non-submission of grades for the First Semester School Year 2021-2022 on the following subjects:

- **ESci 110 (A303, A304, A305), NSTP 11c (X019)**
- **ABEn 141 (A131, A140, A165)**
- **ABEn 147 (A135, A144, A169)**
- **ESci 131n (A139, A148, A172, A230)**
- **ESci 135 (A004, A088, A161)**
- **ABEn 161 (A174, A185)**
- **ESci 137n (A196, A197, A198)**


The late submission of grades has been a recurring nonconformity during the Certification Audit (CA), 2nd Internal Quality Audit, 2nd IQA, FSA, and 3rd Internal quality Audit. One of the action plans to be implemented is the issuance of CARs to the unit/department whose faculty members fails to submit the grades after the set deadline which will be implemented effective end of First Semester 2020-2021. In adherence to ISO Clause 10.2.1a which states that "When a nonconformity occurs, including any arising from complaints the organization shall react to the nonconformity and, as applicable take action to control and correct it", and Clause 10.1, The organization shall determine and select opportunities for improvement and implement any necessary actions to meet customer requirements and enhance customer satisfaction. These shall include, a) improving products and services to meet requirements as well as to address future needs and expectations by; b) correcting, preventing or reducing undesired effect

Prepared by:


ALELI A. VILLOCINO
QMR




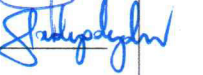


Date: March 3, 2022


Reviewed by:


JANNET C. BENCURE
ROBERTO C. GUARTE
Dean, CoE

Date:

Acknowledged by:

• **JOHN ALLAN A. GULLES** 
• **MANUEL E. CASANGCAPAN** 
DANIEL LESLIE S. TAN 
• **RAMON R. ORIAS** 
FELICIANO G. SINON 
• **GLADYS G. DOYDORA** 
Instructors


ELDON O. DE PADUA
Head, DABE

Date:

CORRECTION

None.

INVESTIGATION AND ROOT CAUSE ANALYSIS

On the raised non-conformity regarding the non-submission of grades to the scheduled deadline for first semester SY 2021-2022 on ESci 110, ABEn 141, ABEn 147, ESci 131n, ESci 135, ABEn 141, and ESci 137:

The late submission of grades for the specified courses above is found to be due to the following reasons:

1. Late submission of students' outputs that resulted to the late computation of final grades as the faculty members had to carefully check the outputs of the students with very limited time left before the deadline of submission of final grades.
2. The late submission of students' output was primarily due to the gradual restoration of electricity and internet connection to different areas inside and outside the region affected by the typhoon (Typhoon Odette) that struck last December 16, 2021. The gradual restoration of power and internet connection has forced the faculty members to extend the deadline for students' output until most (if not all) of them have already completed their courses requirements.
3. As much as possible, the faculty members don't want to give students deferred grades to avoid giving students false hope as they enroll in higher courses in the succeeding semester.

CORRECTIVE ACTION

#	Action	Target Date	Responsible Person
1.	Release a memo reminding the faculty members of the department of the deadline of Final Grades Submission	1 week before the deadline of final grades	EPDePadua & Faculty members
2.	Secure a copy of a memo signed by the faculty members a receipt in the department		
3.	Include in the meeting agenda of the department the discussion on VSM Academic Ease Policy highlighting the giving of deferred grades to students.	March 2022	EPDePadua & Faculty members






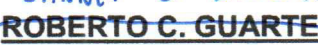
Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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Prepared by:  JOHN ALLAN A. GULLES  MANUEL E. CASANGCAPAN  DANIEL LESLIE S. TAN RAMON R. ORIAS FELICIANO G. SINON GLADYS G. DOYDORA Instructors  ELDON O. DE PADUA Head, DABE	Reviewed by:  JANNET C. BENCURE  ROBERTO C. GUARTE Dean, CoE	Approved by: ALELI A. VILLOCINO QMR
Date:	Date:	Date:

VERIFICATION / FOLLOW-UP				
#	Verification Remarks	Date	Verified by	Status

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Final Status: <input type="checkbox"/> Close <input type="checkbox"/> Failed (for re-issuance)	Approved by:	Date :
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