



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: NCR-21-05d

Necessary Actions: (To be accomplished by process owner)		
Correction: Applicable only to NCs The dDRC failed to present approved course syllabi for all courses offered in the 1 st semester 2021-2022. As per logbook record presented by the dDRC during the verification, all the course syllabi are still at the Department Instructional Materials Review Committee (DIMRC) members for review	RFCA No.	
	Target Completion Date for Correction: March 2022	
	Risk Level for NCs: 1-3	
Root Cause Analysis: <ol style="list-style-type: none">1. Wrong expectation of a faculty who thought that new courses with previously approved syllabi using the old format (pre-covid), need not be revised since it has not been implemented yet.2. The department offers an overwhelmingly 78 subjects for the two semesters. Faculty members especially those assigned to teach two or more subjects per semester had less time to prepare the detailed syllabi. They needed to prioritize their classes and make sure they are able to deliver the lessons. Majority of the subjects already had syllabi following the old OBE format. So, the topics/lessons were based on those previously made syllabi. Some also had draft syllabi already but still draft form. What was lacking was the conversion of those into the flexible learning/blended mode of lesson delivery which the faculty members needed more time to do so.3. An elective course was offered because we were hoping that limited face-to-face classes will be implemented this semester. Hence the teacher made the syllabus with this in consideration. However, when the situation changed and no limited face-to-face classes will be done this semester, the teacher needed to change again the syllabi, hence the delay.		
Analyzed by: ANALYN M. MAZO Process Owner		Reviewed by: LUZ O. MORENO Lead Auditor /Member
Describe the necessary Corrective Actions:		
No	Action Description	Target Implementation Date
1	The department head asked the commitment of the faculty members to submit their syllabi despite the many things they must accomplish. A DBS memorandum will be issued to this effect.	March, 2022
2		
Approved by: ANALYN M. MAZO Office / Unit Head		Target Completion Date: March, 2022