



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: MPSO-NC-21-01

Necessary Actions: (To be accomplished by process owner)		
Correction: Applicable only to NCs)	RFCA No.	
	Target Completion Date for Correction: February 11, 2022	
	Coordinate with Finance Department for the status of the re-fleeting program of DBM. Risk Level for NCs: (1-10) 1-3 (Resolved at unit level) 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 (Resolved at the President's level)	
Root Cause Analysis: Why 1: The unit had an inventory of equipment and vehicle and submitted it to the finance department for DBM budget allocation and prioritization. Why 2: DBM as the funding agency of all government entities may have deferred the re-fleeting program of the university.		
Analyzed by:		Reviewed by:
MARLON G. BURLAS Process Owner		LUZ O. MORENO Lead Auditor /Member
Describe the necessary Corrective Actions:		
No.	Action Description	Target Implementation Date
1	Communicate to OUDRRM to let the heavy equipment be included in their proposal for 2023 budget preparation as part of the quick response team of the OUDRRM.	January 21, 2022
2	Communicate to top management and proposed to the DA (Department of Agriculture) to donate at least two units tractors since the University is offering degree programs in Agriculture.	February 11, 2022
Approved by:		Target Completion Date:
MARLON G. BURLAS Office / Unit Head		February 11, 2022
REVIEW / MONITORING		

#	Remarks	Date	Reviewed/ Monitored by	Status