

CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
Assign an appropriate personnel to spearhead the instrumentation and calibration or designate someone with knowledge and experience on instrumentation and calibration.	RFCA-21-75	Request for personnel		PPO Director, Unit Head, ddRC	February 2022
Ensure availability of calibrated instruments and equipment at ILE/PPO	RFCA-21-75	Identify all the needed instruments and equipment and request purchase		PPO Director, Unit Head, ddRC	February 2022
Ensure competence of instrumentation and calibration in charge	RFCA-21-75	Request for training/seminar	Funds for training/seminar	PPO Director, Unit Head, ddRC	February 2022

Prepared by:	Reviewed and Approved by:
MARIO LILIO P. VALENZONA	
Date:	Date: