



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE DIRECTOR FOR
QUALITY ASSURANCE**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7534
Email: qac@vsu.edu.ph
Website: www.vsu.edu.ph

CORRECTIVE ACTION PLAN

Corrective action	Reference (RFCA No.)	Activities	Resources needed	Person/ Unit responsible	Timeline to implement
1. Re-organize filing system for easy retrieval. 2. Re-write a letter requesting budget for third party calibration with supporting documents.	RFCA-21-14	1. Re-organize filing system for easy retrieval. 2. Re-write a letter requesting budget for third party calibration with supporting documents.	1. Computer & Office Supplies 2. Computer & Office Supplies	1. dDRC & Alternate dDRC 2. Department Head & Lab. Tech.	1. December 31, 2021 2. December 31, 2021
1. Write a letter request to Top Management regarding hiring or tap a licensed chemist to supervise DAS Animal Nutrition Laboratory.	RFCA-21-15	1. Write a letter request to Top Management regarding hiring or tap a licensed chemist to be affiliated or supervise DAS Animal Nutrition Laboratory.	1. Computer & Office Supplies	1. Department Head	1. December 31, 2021
1. Collect duly filled-up forms from the students enrolled in thesis and field practice. 2. Secure and cascade updated forms from ODQA	RFCA-21-16	1. Collect duly filled-up forms from the students enrolled in thesis and field practice. 2. Secure and cascade updated forms from ODQA	1. Duly filled-up Appointment of Adviser & Stud. Res. Committee form from students 2. Updated forms from ODQA, Audio-Visual Equipment	1. Thesis Advisers and Field Practice Coordinators, dDRC & Alternate dDRC 2. dDRC & Alternate dDRC	1. December 31, 2021 2. December 31, 2021

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.