



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: ODP-NC-21-01

Necessary Actions: (To be accomplished by process owner)

Correction: Applicable only to NCs)	RFCA No.
1. Review of existing OTP and OPCR.	Target Completion Date for Correction:
	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 office had already submitted the OTP and OPCR to the VP for Admin and Finance, however failed to secure the approved copy.

Why 2: The office overlook securing the hardcopy due to the fact that the office already submitted the soft copy and unknowingly attaining the hardcopy was neglected.

Analyzed by:

Reviewed by:

MARIO LILIO VALENZONA
 Process Owner

LUZ O. MORENO
 Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	Review and update the OTP and OPCR	December 2021, (Dec. 31)
2	Revise based on the update attain from the reviews of all heads under PPO	January 2022 (Jan.7)
3	Submitted the updated OTP and OPCR	
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Approved by:

MARIO LILIO P. VALENZONA
 Office / Unit Head

Target Completion Date:

January 7, 2022

REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: ODPP-NC-21-02

Necessary Actions: (To be accomplished by process owner)		
Correction: Applicable only to NCs	RFCA No.	
	Target Completion Date for Correction: January 7, 2022	
	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: There are copies of SWOT, ROAM, OTP in the office but no affix signatures of the concerned personnel. Why 2: The office failed to secure the approved SWOT, OTP, and ROAM from the VP for Admin and Finance. Why 3: The office unknowingly neglected to have the approved copies until the IQA was conducted.		
Analyzed by:		Reviewed by:
MARIO LILIO VALENZONA Process Owner		LUZ O. MORENO Lead Auditor /Member
Describe the necessary Corrective Actions:		
No.	Action Description	Target Implementation Date
1	Secure the approved SWOT, OTP, and ROAM	December 2021, (Dec. 31)
2	Keep Document Records on the designated area/data filer to ensure traceability and easy retrieval for review and evaluation.	January 2022 onwards
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Approved by: MARIO LILIO P. VALENZONA Office / Unit Head		Target Completion Date: January 7, 2022

REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: ODPP-NC-21-03

Necessary Actions: (To be accomplished by process owner)		
Correction: Applicable only to NCs)	RFCA No.	
	Target Completion Date for Correction: January 14, 2022	
	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)	
Maximize the existing thermometer until the requested items for arrives.		
Root Cause Analysis: Why 1: The office doesn't own a thermometer or thermocouple since then and uses only the borrowed thermometer from University Laboratory and sends it to DOST for calibration. Why 2: The office failed to have its own equipment for reference standards since no one is concentrated to monitor the laboratory equipment used for calibration.		
Analyzed by:		Reviewed by:
MARIO LILIO VALENZONA Process Owner		LUZ O. MORENO Lead Auditor /Member
Describe the necessary Corrective Actions:		
No.	Action Description	Target Implementation Date
1	Request personnel to spearhead the instrumentation and calibration or designate somebody if no available permanent position for this unit.	January 2022 (Jan.7)
2	Request to have at least 2 thermocouple equipment and send it to 3 rd party service calibration.	January 2022 (Jan. 14)
3	Request training/seminar for instrumentation and calibration.	January 2022 onwards
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Approved by: MARIO LILIO P. VALENZONA Office / Unit Head		Target Completion Date: January 7, 2022

REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status