



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: ILE-NC-21-01

Necessary Actions: (To be accomplished by process owner)				
Correction: Applicable only to NCs Coordinate with Human Resource for webinar on calibration.		RFCA No.		
		Target Completion Date for Correction: January 28,2022		
		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: No training was available, online searching for available training is unproductive.				
Analyzed by:		Reviewed by:		
LEGARIO B. RAMOS Process Owner		LUZ O. MORENO Lead Auditor /Member		
Describe the necessary Corrective Actions:				
No.	Action Description	Target Implementation Date		
1	Continue searching and scout for agency/establishment offering the training relevant to the unit.	January 2022 onwards		
Approved by:		Target Completion Date:		
LEGARIO B. RAMOS Office / Unit Head		January 28, 2022		
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status

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REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: ILE-NC-21-02

Necessary Actions: (To be accomplished by process owner)				
Correction: Applicable only to NCs) Request appointment for alternate dDRC of the unit.		RFCA No.		
		Target Completion Date for Correction: December 31, 2021		
		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 dDRC of the main is also acting as the dDRC of the unit. However, there is one staff assigned to look after the documents of the ILE and failed to do so.				
Analyzed by:		Reviewed by:		
LEGARIO B. RAMOS Process Owner		LUZ O. MORENO Lead Auditor /Member		
Describe the necessary Corrective Actions:				
No	Action Description		Target Implementation Date	
1	Assign/designate staff to perform as dDRC of the Unit.		December 31, 2021	
Approved by:			Target Completion Date:	
LEGARIO B. RAMOS Office / Unit Head			December 31, 2021	
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status

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REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: ILE-NC-21-03

Necessary Actions: (To be accomplished by process owner)		
Correction: Applicable only to NCs) Implement the existing ILE QP and GL.	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)	
Root Cause Analysis: Why 1: The proposed plan of the unit requiring all lab technician to conduct preventive maintenance/calibration was not yet implemented need a memo from OVPAF. Why 2: In case of thermometer, the unit will only have to borrow thermometer from the department with plenty of thermometers. Why 3: The standard weights were falsely reported that it expired but it has been sent to DOST and was calibrated. Why 4: All records of aircon repair works were placed at the PPO main office for the unit still have no dDRC only the dDRC of the main office is acting as one. Why 5: The set of standard weights, thermometers for the unit office is still new, no safety storage cabinet.		
Analyzed by:		Reviewed by:
LEGARIO B. RAMOS Process Owner		LUZ O. MORENO Lead Auditor /Member
Describe the necessary Corrective Actions:		
No.	Action Description	Target Implementation Date
1	Make a letter requesting OVPAF to make a memo requiring all lab tech handling lab equipment to submit their own preventive maintenance or have an audience to discuss matters related to preventive maintenance/calibration.	December 31, 2021
2	Make a purchase request for the thermometers to make sure every department can be served simultaneously.	January 14, 2022
3	Follow up the purchase request for an additional set of weights.	January 7, 2022
4	Transfer all records of aircon repair works from main office to ILE office.	December 31, 2021
5	Fabricate standard storage shelves or cabinet	December 31, 2021

Approved by: LEGARIO B. RAMOS Office / Unit Head			Target Completion Date: January 14, 2022	
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status



REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: ILE-NC-21-04

Necessary Actions: (To be accomplished by process owner)				
Correction: Applicable only to NCs Revisit the existing ILE forms		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)		
Root Cause Analysis: Why 1: Forms FM-GSD-15 and FM-GSD-09 is still uncorrected and the two were highly relevant.				
Analyzed by: LEGARIO B. RAMOS Process Owner		Reviewed by: LUZ O. MORENO Lead Auditor /Member		
Describe the necessary Corrective Actions:				
No.	Action Description		Target Implementation Date	
1	Review the existing forms for ILE.		January 7, 2022	
2	Revision of form based on the expected needs of lab tech and lab assistance.		January 14, 2022	
Approved by: LEGARIO B. RAMOS Office / Unit Head			Target Completion Date: January 14, 2022	
REVIEW / MONITORING				
#	Remarks	Date	Reviewed/ Monitored by	Status

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