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Memorandum Circular No. 231  
Series of 2024

TO: **All Concerned Offices/Units**

RE: **Mandatory Training Workshop on Root Cause Analysis for Addressing 6th Internal Quality Audit Findings**

FROM:   
**DR. PROSE IVY G. YEPES**  
University President

DATE: **October 21, 2024**

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In line with our efforts to resolve the findings from the 6th Internal Quality Audit and to ensure that all identified major and minor non-conformities are effectively addressed, you are hereby directed to attend the mandatory **Face-to-Face Training Workshop on Root Cause Analysis** on **Wednesday, November 6, 2024, at 9:00 AM** at the **2nd Floor, Center for Continuing Education (CCE)**, as recommended by the Quality Assurance Center.

Attendance is required for all unit heads/offices whose areas incurred non-conformities during the audit. The workshop aims to enhance the accuracy of audits in identifying the root cause(s) of detected non-conformities, facilitating the implementation of appropriate corrective actions, and preventing future recurrences.

For your information and usual support.

cc: QAC Director  
All Vice Presidents