



Copy for: Records Div.

11 January 2021

MEMORANDUM NO. 16
Series of 2021

T O: Dr. Pastor P. Garcia
Head, GISL

R E: Non-Submission of RFCAs

It has come to our attention that your office has not submitted the Request for Corrective Actions (RFCAs) even until now. The non-submission of the needed requirements for internal quality audit will result to **Non-conformance** during the First Surveillance Audit come February 4-5, 2021, as we have already deviated from our procedure. In this regard, you are required to submit as soon as possible your signed RFCAs, justification of the cause/s of the delay, notice of the meeting, minutes of the meeting, and signed attendance sheets as proof of conducting the root cause analysis of the detected NCs.

Your utmost cooperation and support are earnestly enjoined.


EDGARDO E. TULIN,
President