



16 January 2020

MEMORANDUM NO. 13
Series of 2020

T O: All VPs, Directors and Deans of Colleges and Graduate School

R E: Request for Corrective Action (RFCA) Workshop and Performance Monitoring of Objectives, Targets and Programs (OTPs) and Risk and Opportunities Assessment Matrix (ROAM) as basis for 2020 OTPs

In order to address the findings during the Stage 1 External Audit, especially on the filing of corrective actions at the Top Management for major nonconformities (NCs), there is a need to dig deeper on the root causes of these NCs in order to prevent these from recurring. In addition, there is a need to monitor/assess the effectiveness of actions in addressing the risks and opportunities to achieve the OTPs as basis for setting the OTPs for 2020 as one of the identified areas of concern in the Management Review.

Hence, you are requested to attend the said workshop to be held on **January 22-23, 2020 at QAC conference Room** to come up with a more comprehensive output which are important documents for Stage 2 Audit and as basis for policy action. We will start the activity at **8:30AM**.

Your cooperation and attendance is highly enjoined. Thank you.


EDGARDO E. TULIN
President