



17 January 2022

MEMORANDUM CIRCULAR NO. 08
Series of 2022

**T O: Top Management, University Administrative Council,
Department/Office/Unit Heads, dDRCs**

R E: Reminder for the Submission of RFCA Reports and CAPs

All auditees are again reminded to submit the RFCA reports, Corrective Action Plans (CAPs) and other needed data and information on or before January 20, 2022.

The Management Review will be conducted on **February 2 & 3, 2022**, therefore, we advise auditees to work on their planned actions and review the effectiveness of actions taken to address possible risks and opportunities. Ensure that the documents are continually updated and supported by attendance sheets, notice of meeting and minutes of meeting and other documents to support such actions. All these documents submitted to ODQA for the Management Review are primary sources for continual improvement. During the management review meeting, top management will review its performance to make sure that it is geared towards reaching the strategic objectives of the university.

Thank you for your support for continual improvement. If you have any questions, please feel free to get in touch with ODQA.


EDGARDO E. TULIN
President