



6 February 2023

**MEMORANDUM CIRCULAR NO. 21**  
Series of 2023

**T O: All Deans, Directors, Department/Unit/Office Heads and dDRCs**

**R E: Verification of Corrective Actions for CARs and Nonconformities (NCs),  
and Action Plans for Opportunities for Improvement (OFIs)**

Please be informed that the Lead Auditor, Quality Management Officer (QMO), and Assistant QMO shall be conducting a re-verification and verification activities in your respective offices. This activity is done to check the status of the implementation of the following: 1) actions of all open OFIs during the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> IQA and OFIs raised during the Second Surveillance Audit (SSA); 2) action plans of 4<sup>th</sup> IQA OFIs; and 3) Corrective Actions to address the detected Nonconformities during the 4<sup>th</sup> IQA. The verification activity will be conducted from **February 7 – 17, 2023**.

Ensure that all the relevant documented information is ready as evidence of implementing your Corrective Actions and Action Plans as these documents will be checked during the re-verification/verification activity.

Let us all commit to continually improve the suitability, adequacy, and effectiveness of our Quality Management System.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President