

OFFICE OF THE PRESIDENT

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25 January 2022

MEMORANDUM NO. 13

Series of 2022

T O: Engr. Mario Lilio Valenzona - Office of the Director for Physical Plant

Mr. Roden Troyo - Office of the Grounds and Landscape

Maintenance

Mr. Legario Ramos - Office of the Head of Instrumentation &

Laboratory Equipment

R E: Non-submission of RFCAs and GOOI

It has again come to our attention that your office has not yet submitted the corrected RFCAs and GOOI list returned to your office last December 15, 2015 even until now. Please take note that you cannot make the Corrective Action Plan (CAP) without the validated RFCA. The non-submission of these documents which are the needed requirements for internal quality audit will result to **Non-conformance** as we have already deviated from our procedure. In this regard, you are required to submit as soon as possible these documents **not later than January 28, 2022**.

Your all out cooperation and support is earnestly enjoined.

EDGARDO E. TULIN

President