



5 January 2022

MEMORANDUM CIRCULAR NO. 04
Series of 2022

T O: Vice Presidents, Deans, Directors, Department/Unit Heads and dDRCs
R E: Submission of RFCA Reports and CAPS

This is to reiterate the submission of all audit reports of the 3rd IQA. As per PM-QAC-09 v04, item 5.4.7), the RFCA (FM-QAC-25 v3) report will be submitted 7 days after receipt of the NC Report. The submission of action plans (CAP/FM-QAC-35 v3) is 7 days after receipt of validated RFCA. For the GOOI list (FM-QAC-22 v1) submission is also 7 days after receipt of the document. However, there are still a number of units that has not submitted their RFCAs, CAPs and Planned Actions of OFIs. There are also units that did not get their approved/validated RFCAs and CAPS despite the frequent/daily phone calls made by ODQA.

Under Clause 9.3.2, one of the inputs to the Management Review is information on monitoring and measurement of results. Given the limited time to conduct verification of corrective actions/action plans indicated in the reports, all auditees are reminded to kindly submit the audit reports and attach justification letter for the late submission. The full cooperation of everyone is highly appreciated.


EDGARDO E. TULIN
President