



CORRECTIVE ACTION REPORT

CAR Control No. : CAR - 19 - 001

Date: 11/11/2019

Issued to: Cash

Issued by: QAC

NONCONFORMANCE / PROBLEM DESCRIPTION / OPPORTUNITY FOR IMPROVEMENT

Processing times takes longer.

Prepared by: *[Signature]*
MILAGROS C. BALES

Reviewed by: *[Signature]*
GUENEVERA Y. ATUPAN
Unit/Department Head

Acknowledged by:

Date: 11/11/19
QAD

Date: 11/11/19

Date: Name and Signature

CORRECTION

The problem is external so we cannot do anything to make internet connection fast. Our alternative is to do manual issuance of official receipts.

INVESTIGATION AND ROOT CAUSE ANALYSIS

Processing time takes longer due to poor internet connection.

CORRECTIVE ACTION

#	Action	Target Date	Responsible Person
	Since poor internet connectivity is beyond our control, we had to do manual issuance of official receipts.	Effective immediately	Collecting Officer Assistant Collecting Officer

Prepared by: *[Signature]*
RAQUEL DEHILING
Name and Signature

Reviewed by: *[Signature]*
GUENEVERA Y. ATUPAN
Division Head

Approved by: *[Signature]*
MILAGROS C. BALES

Date: 11/12/19

Date: 11/12/19

Date: 11/12/19
QMR / SDS

VERIFICATION / FOLLOW-UP

#	Verification Remarks	Date	Verified by	Status
	No need for verification	11/13/19	<i>[Signature]</i>	Completed

CLOSURE

Final Status: ☒ Closed

☐ Failed (for re-issuance)

Approved by: *[Signature]*

Date: 11/13/19

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.