



NONCONFORMITY REPORT

Control No.: ODPP-NC-21-02	Audit Date: August 27-October 18, 2021	Area/Activity: ODPP, OHIA, DoPAC, DAS, ILE, GDO, DOH, GLMO, CASL, Procurement, Office of the Director for Extension, IGP/IRGAS, NCRC-V, OSEHA
Auditor(s): MC Magdadaro Jr., SB Lina, JGF Jansalin, EG Cagasan, EE Ongy, RB Armecin, DP Peque		Auditee(s): Unit Heads and dDRCs
Nonconformance Category: ☐ Major ☒ Minor	Audit Type: ☒ Internal ☐ External	

NONCONFORMITY STATEMENT

Description of Nonconformity:

The organization fails to ensure that documented information required by the QMS is available, updated and controlled

Relevant Evidences:

1. No copies of the 2021 ROAM, SWOT and OTP available on file (ODPP)
2. The PDS/PDF records on file are for year 2018 and no records for 2021 (ODPP)
3. There was no copy of the approved IPCR with accomplishments from January to June 2021 on file (OHIA)
4. The unit has no copy of certificate of ISO awareness seminar and no copies of NOM, attendance and MOM discussing ISO matters on file (OHIA)
5. The unit has no copy of SWOT, OTPs and NEIP for 2021 on file and no copy of IPCR with accomplishments for January to June 2021 (DoPAC)
6. Absence of PM-VPS-01 v2 on file (DAS)
7. ILE uses both FM-GSD-15 and FM-GSD-09 forms for activities under PM-GS-02. However, FM-GSD-15 is not yet indicated in the procedure. The forms of PPO still bears the code "GSD" (ILE)
8. Files of the relevant documented information of the university are not yet put in place in the office. There are no controlled copies of relevant documented procedures and guidelines on file (GDO)
9. The unit fails to ensure completeness of current/updated Procedures Manual on file (PM-QAC-06 to 08, PM-VPA-04, PM-VPA-05, PM-IMD-03, PM-VPA-03, PM-ODI-05, PM-IMD-03) (DOH)
10. PMs relevant to the unit are not kept by the unit head (GLMO)
11. Absence of PM-VPS-01 and PM-VPS-02 (University Library)
12. The deputy dDRC has no files of any PMs (CASL)
13. The new Lab Head does not have files of her PDF, PDS and CV in the lab (CASL)
14. The QPs and forms under PPO still uses the code "GSD", that is a code now being used by another office. There are still forms that were not completely filled out and not assigned with control numbers (ODPP)