



## REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: DPBG-NC-21-01

Necessary Actions: (To be accomplished by process owner)	
Correction: Applicable only to NCs)	RFCA No.
Request for document review PM-ODI-03 item 4 (conducts stratified random sampling of graduates per degree program who graduates two years prior).	Target Completion Date for Correction: Dec. 10, 2021
	Risk Level for NCs: (1-10) <b>1-3 (Resolved at unit level)</b> 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 (Resolved at the President's level)

**Root Cause Analysis:**

The unit did not follow the procedure manual PM-ODI-03 item 4 (conducts stratified random sampling of graduates per degree program who graduates two years prior) since the graduates of the unit are few. Conducting stratified random sampling of graduates is not applicable. The unit will call for document review item 4 to the ODIE.

Analyzed by:	Reviewed by:
 <b>ROMMEL M. GARRIDO Jr.</b> Process Owner	 <b>LUZ O. MORENO</b> Lead Auditor /Member

Describe the necessary Corrective Actions:

No	Action Description	Target Implementation Date
1	Letter Request for document review PM-ODI-03 v1 to revise item 4 (conducts stratified random sampling of graduates per degree program who graduates two years prior)	Immediately after the receipt of valid RFCA

Approved by:	Target Completion Date:
 <b>ROMMEL M. GARRIDO Jr.</b> Office / Unit Head	December 17, 2021

**REVIEW / MONITORING**

#	Remarks	Date	Reviewed/ Monitored by	Status