



Bureau of Corrections

Form Reference Code
STO-PR-005-F01

Revision No.
0

Effectivity Date
01/05/2018

REQUEST FOR ACTION

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RFA NO.
RFA DATE

CATEGORY Product Internal Audit Supplier Audit
 Process External Audit Others (specify)
 Client Complaint Client Audit

CONCERNED AREA

DESCRIPTION OF THE PROBLEM Actual Potential

ISSUED BY

ACKNOWLEDGE BY

Name and Signature/Date

Name and Signature/Date

CORRECTION

ROOT CAUSE

CORRECTIVE/PREVENTICE ACTION

Action	Responsibility	Due Date

PREPARED BY

APPROVED BY:

Name and Signature/Date

Name and Signature/Date

FOLLOWUP

Date	Details	Verified by