



Metropolitan Manila Development Authority
(Pangasiwaan Sa Pagpapaunlad Ng Kalakhang Maynila)

CORRECTIVE ACTION

REQUEST FOR ACTION

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

ACKNOWLEDGED BY

Name and Signature / Date

Name and Signature / Date

CORRECTION

ROOT CAUSE

CORRECTIVE / PREVENTIVE ACTION

Action	Responsibility	Due Date

PREPARED BY:

APPROVED BY:

Name and Signature / Date

Name and Signature / Date

FOLLOW UP

Date	Details	Verified by:

