

May 26, 2025

REGIONAL MEMORANDUM

No. 577

s. 2025

TRAINING COURSE ON ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION FORMULATION

To: Schools Division Superintendents Regional Office Division Chiefs All Others Concerned

- 1. Attached is a training poster from the Development Academy of the Philippines (DAP) announcing the **Training Course on Root Cause Analysis and Corrective Action Formulation**, which will be conducted on June 3–5, 2025, at the DAP Building, San Miguel Avenue, Ortigas Center, Pasig City.
- 2. The Regional Functional Divisions (RFDs) and Schools Division Offices (SDOs) are encouraged to designate participants for this training.
- 3. The participants' course fee, transportation, and other expenses shall be charged against the RFD/SDO Local Funds, Maintenance and Other Operating Expenses (MOOE), or other available fund sources, subject to existing accounting and auditing rules and regulations.
- 4. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, at **hrdd.region8@deped.gov.ph.**

5. Immediate dissemination of this Memorandum is desired.

EVELYN R. FETALVERO, CESO III

Regional Director

Enclosure: As stated Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

DAP

ROOT CAUSE ANALYSIS

HRDD-DSS



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DIRECTOR III

DEPARTMENT OF EDUCATION

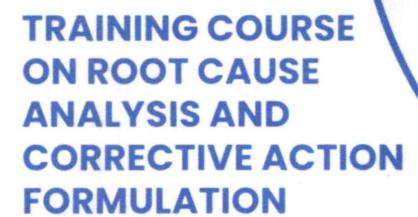
SYMPTO REGORDS SECTION REGIONAL OFFICE NO. VIII DATE: 5 - 23 - 25

TRACKING #:

MEPROBLEMS

SIGNATURE:

CAUSES





3-5 June 2025

ABOUT THE COURSE

This course aims to develop the participants' skills in using the problem-solving approach. It includes formulation of effective corrective actions to prevent recurrence of the nonconformities. Specific problem-solving tools and techniques introduced through this course shall be utilized by process owners in addressing non-conformities raised during internal and external quality audits or during the conduct of daily operations or activities.

COURSE FEE

PHP 13,860.00 per participant

- · Fees and training schedules are subject to change without prior notice.
- Fees are inclusive of 12% VAT, copies of course materials, course certificate, and
- meals In-house or customized programs available upon request

WHAT YOU WILL GAIN

At the end of the course, the participants will be able to:



Relate quality management principles and continual improvement framework with problem solving and analysis; and



Use practical tools and techniques in:

- · Identifying and analyzing the root causes of nonconformities/problems;
- · Formulating corrective actions to address nonconformities and prevent them from recurring.
- · Verifying effectiveness of corrective actions and ensuring closure of nonconformities.

WHO SHOULD ATTEND

Quality Management Representatives, Quality Auditors, Process Owners, Key Officers, and Staff



(On-site)

DAP Building, San Miguel Avenue, Ortigas Center, Pasig City

For inquiries, contact Ms. Rica Pilar T. Bustamante at bustamanter@dap.edu.ph, or 8631-0921 loc. 135







