



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

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



# TRAINING COURSE ON ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION FORMULATION

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



**(On-site)**

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

## 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**



For inquiries, contact **Ms. Rica Pilar T. Bustamante** at [bustamanter@dap.edu.ph](mailto:bustamanter@dap.edu.ph), or 8631-0921 loc. 135.



**REGISTER NOW**