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| **Quality Objectives and Targets** **[OFFICE/UNIT]Updated as of:** **DATE\_** |
| Important Reminders: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Progress Report will be posted in general information board on a monthly basis. Off-target performance will be highlighted in red and reported to QMR and Top Management.  |

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| **PLAN** | **DO** | **CHECK AND ACT** |
| **ITEMNO.** | **OBJECTIVE** | **KPI** | **TARGET** | **HOW TO EVALUATE** | **ACTION PLAN** | **TARGET DATESTART** | **RESPONSIBLE** | **MONTHLY PROGRESS REPORT** | **STATUS** |
| **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Prepared:  |  | Date:  |  |
|  | Process owner |  | Noted: **CAROLYNE DALE C. IGUID** |
|  |  |  |  *Document Control Custodian* |
| Reviewed: | **REYNALDO P. GAYO JR. / GERALDINE L. MADJACO** | Date:  |  |
|  | *Vice- President for Administration and Finance / Vice President for Academic Affairs* |  |  |
|  |  |  |  |
| Noted:  | **EDGAR G. CUE Ph.D** | Date:  |  |
|  | *University President* |  |  |