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| **Quality Objectives and Targets**  **[OFFICE] Updated as of:** **\_** | | | | | | | | | | | | | | | | | | | | | | | |
| 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** | | | | | | | | | | | | |
| **ITEM NO.** | **OBJECTIVE** | **KPI** | **TARGET** | **HOW TO EVALUATE** | **ACTION PLAN** | **TARGET DATE START** | **RESPONSIBLE** | **MONTHLY PROGRESS REPORT** | | | | | | | | | | | | **STATUS** |
| **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
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| Prepared: |  | Date: |  |
|  | (Process owner) |  | Noted: **CAROLYNE DALE C. IGUID** |
|  |  |  | *Document Control Custodian* |
| Reviewed: | **DEXTER C. LINGBANAN / MARK PRESTON S. LOPEZ** | Date: |  |
|  | *Vice- President for Administration and Finance/ Vice President for Academic Affairs* |  |  |
|  |  |  |  |
| Noted: | **EDGAR G. CUE Ph.D** | Date: |  |
|  | *College President* |  |  |