|  |
| --- |
| **Quality Objectives and Targets Updated as of:** **AUGUST 2019\_** |
| 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.  |

|  |  |  |
| --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared:**Name and Signature  | **Reviewed:** **For an in the absence of the Quality Management Representative:** **CAROLYNE DALE A. CASTAÑEDA** | **Approved:** Name and Signature |
| *Process Owner* | *Document Control Custodian* | *College President* |
| **Date:**  | **Date:**  | **Date:**  |