



## DOCUMENT REGISTRATION PROCESSING

REQUEST		
<b>REQUEST TYPE:</b>	<input type="checkbox"/> New Document <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Discontinuance <input type="checkbox"/> To Revive Obsolete Document	<b>ORIGIN:</b> <input checked="" type="checkbox"/> Internal <input type="checkbox"/> External
<b>DOCUMENT REFERENCE NO.:</b> PM-REC-01	<b>VERSION NO.:</b> 00	<b>IMPLEMENTATION DATE:</b> 07-16-2019
<b>DOCUMENT TITLE:</b> Disposition of Records		
<b>OBJECTIVE (NEW) / AMENDMENT (REVISION) / REASON (DISCONTINUANCE):</b> (attached document draft) 1. Changed the Name of Office (Cover page) 2. Changed Names of Signatory/ies (Approval Page)		
<b>REVIEWER COMMENTS :</b>		<b>COMMENTS DISPOSITION:</b>
<b>PREPARED BY PROCESS OWNER:</b>  MARIA ROBERTA S. MIRAFLOR Head, Records and Archives  DATE:	<b>REVIEWED BY:</b>  DANIEL LESLIE TAN Vice President for Administration and Finance  DATE:  ALELI A. VILLOCINO Quality Management Representative  DATE:	<b>APPROVED BY:</b>  EDGARDO E. TULIN President  DATE: