**DOCUMENT REVIEW and APPROVAL FORM (DRAF)**

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| **Section I - REQUEST** | | | | | | **DRAF No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Request for: | | | | Creation  Revision  Disposition/Deletion | | | | | | | | | |
| Document Type: | | | | Form/Template  QMS Manual  PAWIM  Planning Documents (SWOT, Risk Registry, Opportunity Registry, Relevant Interested Parties, OPCR)  Operations Manual (Title Page, Introduction, Terms and Acronyms, Legal Bases, Forms/Templates)  Quality Control Plan | | | | | | | | | |
| Applicability: | | | | CO  RO  SDO  School | | | | | | | | | |
| Document Title: | | | |  | | | | | | | | | |
| Document Reference Code: | | | |  | | | Current Revision Number: | | | | | |  |
| Reason for the request: | | | | | | | | | | | | | |
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| Requested by: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name and Position | | | | | | Date of Request: | | |  | | |
| **Section II – REVIEW** | | | | | | | **Section III – APPROVAL** | | | | | | |
| Recommend Approval | | | Disapproved | | | | Approved | | | | | Disapproved | |
| Reason: | | | | | | | Reason: | | | | | | |
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| Reviewed by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **LUZ E. OSMEÑA**  QMR Lead | | | | | | Approved by: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ATTY. ALBERTO T. ESCOBARTE, CESO II**  Regional Director | | | | |
| Date: |  | | | | | | Date: | |  | | | | |
| **Section IV – REGISTRATION AND DISTRIBUTION** | | | | | | | | | | | | | |
| **NEW REVISION NUMBER:** | | | | | **EFFECTIVITY DATE:** | | | | | **DATE REGISTERED IN DML:** | | | |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **MICHAEL GIRARD R. ALBA**  Lead, Knowledge Management Team | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Process Holder | | | | | | | |
| Date: | | | | | | Date: | | | | | | | |