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

|  |  |
| --- | --- |
| **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: |
|  |
| Requested by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature over Printed Name and Position | Date of Request: |  |
| **Section II – REVIEW**  | **Section III – APPROVAL** |
| [ ]  Recommend Approval | [ ]  Disapproved | [ ]  Approved | [ ]  Disapproved |
| Reason: | Reason: |
|  |  |
| 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:** |
|  |  |  |
| **CONTROLLED COPY FILED BY:** | **COPY RECEIVED BY:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**MICHAEL GIRARD R. ALBA**Lead, Knowledge Management Team | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Process Holder |
| Date: | Date: |