



RECORDS MANAGEMENT MANUAL

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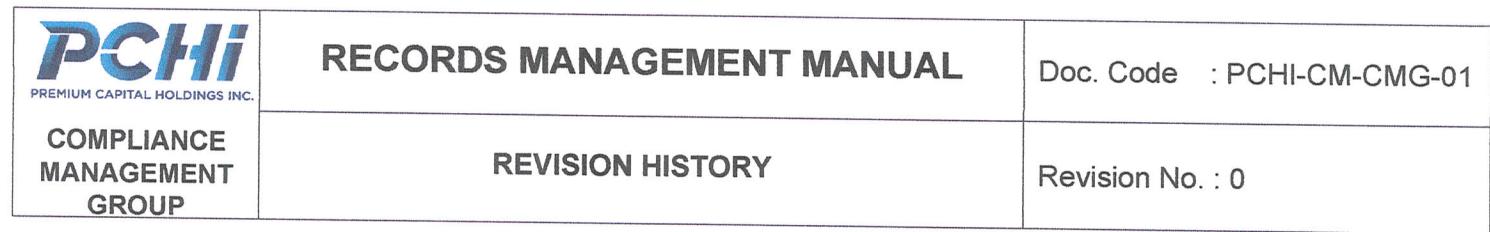
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Revision No: 0
Effective Date: 04 SEPT 2021

PCHI PREMIUM CAPITAL HOLDINGS INC. COMPLIANCE MANAGEMENT GROUP	RECORDS MANAGEMENT MANUAL	Doc. Code : PCHI-CM-CMG-01
	TABLE OF CONTENTS	Revision No. : 0

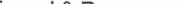
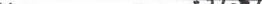
Cover Page	1
Table of Contents	2
Revision History	3
Introduction	4
Framework	4
Records Management Process	5
Policy Statement, Purpose & Scope	6
Definition of Terms	7-8
Responsibilities	9
Implementing Guidelines	10-17
Administration, Deviation from Policy, Amendments or Revision & Effectivity	18
Review, Interpretation, Repealing Clause, Records Generated & References	19-20

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PCHI-CM-CMG-01F5
Rev. 0 22/06/21

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CMG/Head  ENGR. FRANCIS LLOYD T. CHUA
CEO/Chairman

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3 of 21

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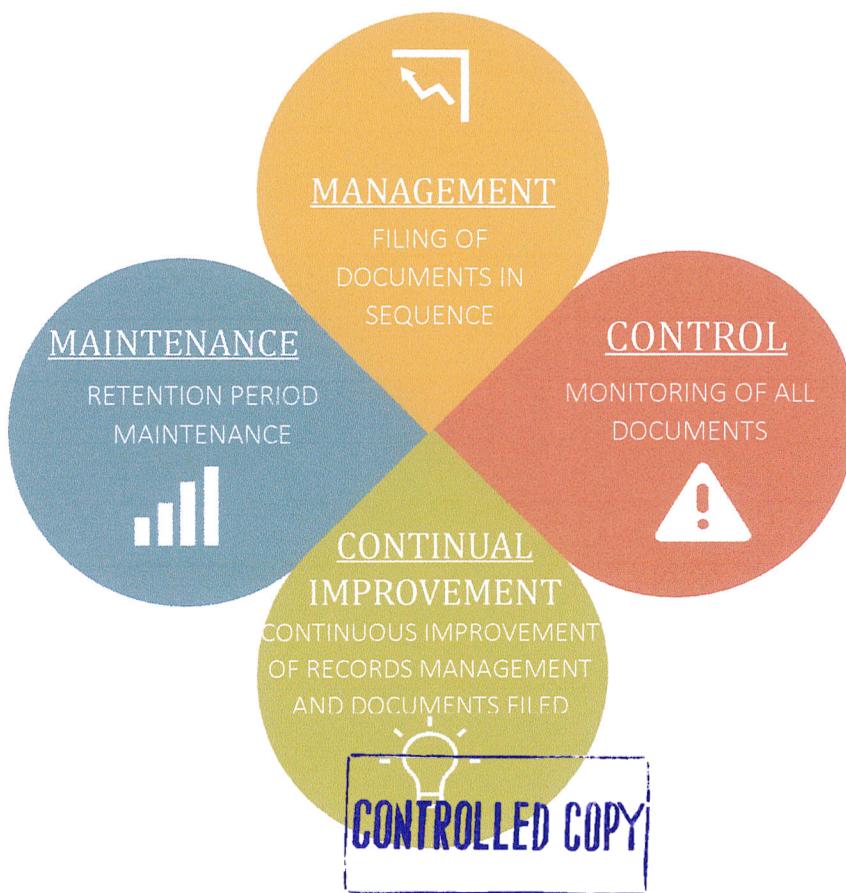
1.0 INTRODUCTION

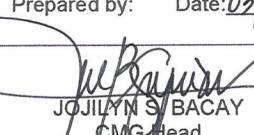
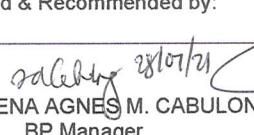
Records Management (RM) is the systematic control for the creation, maintenance, use, and recording of documents and records. It ensures that the documents are preserved and/or disposed in compliant with the standard.

Records Retention System (RRS) is an approach that establishes a timetable in maintaining the organization's record prior disposing. This approach is documented in this manual.

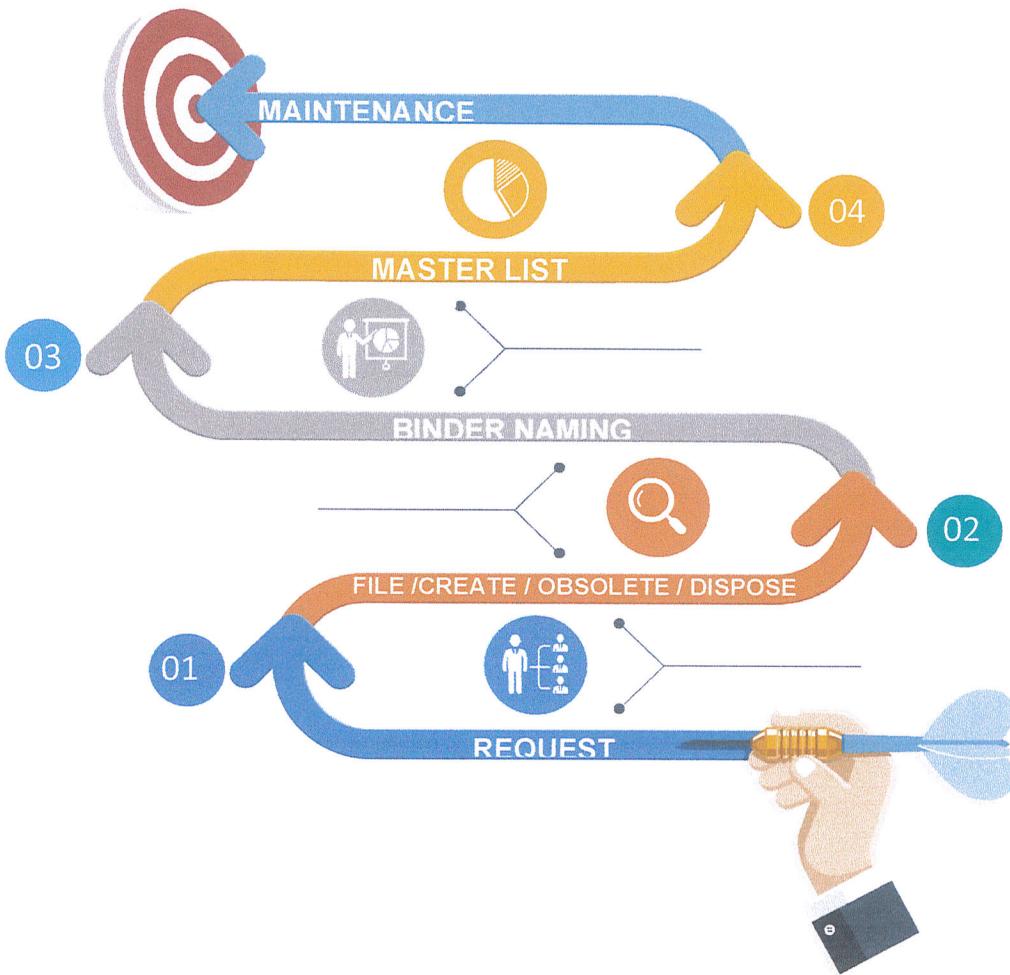
File Management System (FMS) approach in which the records are placed in a storage with correct sequence for easy retrieval.

2.0 FRAMEWORK



Prepared by: Date: 03/08/21	Reviewed & Recommended by: Date: 03/08/21	Approved by: Date: _____
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3.0 RECORDS MANAGEMENT PROCESS



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Prepared by: JOYLINNE S. BACAY CMG Head	Date: 02/07/21	Reviewed & Recommended by: FILOMENA AGNES M. CABULONG BP Manager	Date: 02/07/21	Approved by: ENGR. FRANCIS LLOYD T. CHUA CEO/Chairman
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COMPLIANCE MANAGEMENT GROUP	RECORDS MANAGEMENT MANUAL	Doc. Code : PCHI-CM-CMG-01
	SECTION: 4.0, 5.0, 6.0	Revision No. : 0
	SUBJECT: POLICY STATEMENT, PURPOSE, & SCOPE	

4.0 POLICY STATEMENT

This manual shall apply to all documented information to define the documentation and numbering system on the activities affecting the quality system in accordance with the requirements of ISO Standard.

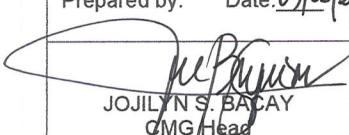
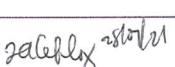
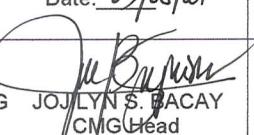
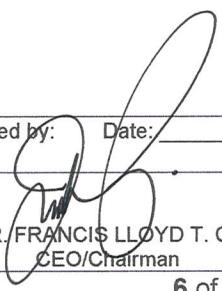
5.0 PURPOSE

For systematic control over the creation, maintenance/use of information and records and the disposition of records.

6.0 SCOPE

This also covers from the origination, revision, obsolete, for archival and disposal, receiving, acknowledging, and to control copies of internal/external documents by each department/division concerned.

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7.0 DEFINITION OF TERMS

- 7.1 Approving Authority** – responsible for approval of the created MOPP which refers to the Governance Committee (GovCom) and Executive Committee (ExeCom). Govcom refers to the Group Heads under the Holdings while Execom refers to the Business Units President/ Head.
- 7.2 Confidential Document** – refers to document with limited accessibility and usage to the public or other interested parties.
- 7.3 Controlled Copy** – is a copy of document coming from the master copy document that is subject to future revisions and is required to be updated.
- 7.4 Deliberation** – is a discussion regarding the created/revised MOPP with Reviewing and Approving Authority.
- 7.5 Discontinuance** – the condition of the document being discontinued as it may not be applicable to the proponent to any further extent.
- 7.6 External Documents** – legal documents, specifications, requirements and other written information from suppliers, clients, government and system standards which are not originated in PCHI.
- 7.7 Form** – is a type of document used to gather/record/log data. It is a document (printed or electronic) with spaces in which to write or enter data.
- 7.8 Hard Copy** – refers to printed copy (tangible documents).
- 7.9 Internal Documents** – documents internally generated/originated in PCHI.
- 7.10 Manual of Operations, Policies, and Procedures (MOPP)** – is a document that needs to be registered containing the detailed policies and/or procedures of a specific process in the company.
- 7.11 Master Copy Document** – the first generation, high quality reproduction of the approved original copy. This document may either be internally or externally generated documents.
- 7.12 Process Owner** – refers to group/department/division in which the MOPP and form belongs.

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- 7.13 Reviewing Authority** – responsible for final review of the created MOPP; also known as Policy Committee (PolCom). Polcom are composed of three Mancom members appointed to review Company MOPP's and one member from IMS Division.
- 7.14 Roll-out** – to officially launch or introduce a new document within an organization.
- 7.15 Soft Copy / e copy** – refers to unprinted documents stored in the computer or in any form of electronic media (intangible documents).

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RECORDS MANAGEMENT MANUAL

Doc. Code : PCHI-CM-CMG-01

**COMPLIANCE
MANAGEMENT
GROUP**
SECTION: 8.0

Revision No. : 0

SUBJECT: RESPONSIBILITIES

8.0 RESPONSIBILITIES

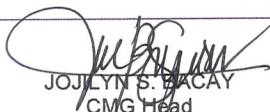
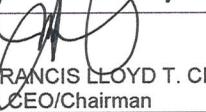
8.1 Document Control Officer

- Updated Records Management Manual, if needed
- Ensure that all filling of documents and records are compliant to Records Management Manual

8.2 Document and Records Control Officer

- Implement the approved Records Management Manual
- Coordinate all document movement to Document Control Officer

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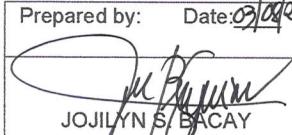
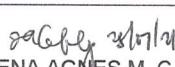
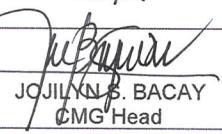
Prepared by:	Date: <u>03/08/21</u>	Reviewed & Recommended by:	Date: <u>03/08/21</u>	Approved by:	Date: _____
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9.0 IMPLEMENTING GUIDELINES

9.1 General Guidelines

- 9.1.1** As a reference, only the latest issue of the International Standard ISO Quality Management System and government regulatory standards shall be used.
- 9.1.2** All documents like forms, MOPP or Table of Organization (T.O.) shall be registered by Document Control Officer (DCO).
- 9.1.3** Control of department / division internal and external documents and records shall be under the care of assigned department/ division DRC and to be monitored by DCO.
- 9.1.4** All files shall be recorded at assigned Master List and updated master list of all documents shall be submitted to Holdings every quarter of the year.
- 9.1.5** Original copies of forms, MOPP, and T.O shall be submitted to DCO for stamping “**MASTERCOPY**” and filing within three (3) working days upon approval. Photocopy shall be stamped with “**CONTROLLED COPY**”. Controlled copy / e-copy shall be retained to subsidiaries.
- 9.1.6** Documents like non-conformance and audit reports are system records and shall not be subject for revision.
- 9.1.7** All movement of hard copy of files such as obsolete or discontinued shall be recorded in Master List of Obsolete / Discontinued Documents and Records.
- 9.1.8** Records Management of Subsidiaries shall be subjected to Audit by Holdings.
- 9.1.9** For Forms, MOPP, and T.O, existing registered and filed copy shall be obsoleted first before registering and/or filing a new one.
- 9.1.10** All approved forms and MOPPs shall be uploaded in Electronic Data Management System (EDMS).
- 9.1.11** Official font style on documents shall be Arial size 12.

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9.1.12 Document Structure:

Type of Document	Code	Level
Quality Management System Manual	QM	1
System Procedures	SP	2
Operational Procedure (WI)	WI	3
Records/Plans/Lists/Data/References/Forms	F	4

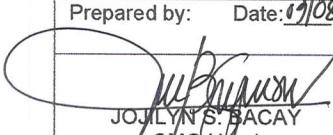
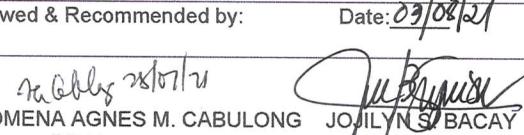
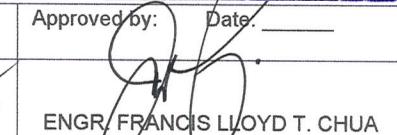
9.2 MOPP Documentation

- 9.2.1** Requests for documentation whether for new establishment, revision, obsolete, and discontinuance shall be submitted to DCO with proper attachment such as draft. Request for documentation shall be saved in a different binder in line with the proper folder and file naming.
- 9.2.2** Proper Monitoring of request for documentation shall be practiced.
- 9.2.3** Manual, Policy, Procedure and/or Annex Template shall be used whichever is applicable in crafting MOPP.
- 9.2.4** All description of revision shall be recorded in Revision History.
- 9.2.5** Approval Matrix for new establishment and revised MOPPs

DEPARTMENT	REVIEWING AUTHORITY		APPROVING AUTHORITY
	Holdings	Subsidiaries	
CMG, Finance, Procurement, Asset Management, and others with Financial related concerns	Holdings Polcom	Polcom per Company and Proponent's Group Head	Business Unit Head and CEO/Chairman
Operation, Admin, ICT, and other support services	-	Polcom per Company	Business Unit Head

- 9.2.6** Coding of documents shall be based on the coding of the last registered document.
- 9.2.7** Roll-out of Forms and MOPPs shall be done by the Department Manager/Group Head within fifteen (15) days after its cascading and proof of roll-out meeting shall be sent to DCO.



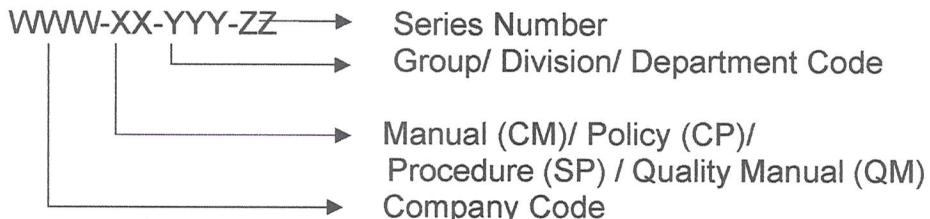
Prepared by: Date: 09/08/21	Reviewed & Recommended by: Date: 09/08/21	Approved by: Date: _____
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COMPLIANCE MANAGEMENT GROUP	RECORDS MANAGEMENT MANUAL	Doc. Code : PCHI-CM-CMG-01
	SECTION: 9.0 SUBJECT: IMPLEMENTING GUIDELINES	Revision No. : 0

9.3 Coding

9.3.1 Assigning of Document Control Code

a. Manual of Operations, Policies, and Procedures (MOPP)



Ex. PCHI-CP-CMG-01
PCHI-SP-CMG-01
PCHI-CM-CMG-01

b. For procedures that are linked to a specific policy



Ex. PCHI-CP-CMG-01SP1

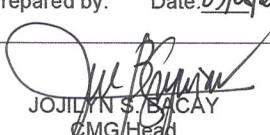
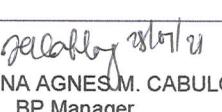
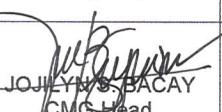
c. Form

For Permanent Form Control Code:



Ex. PCHI-SP-CMG-01F1

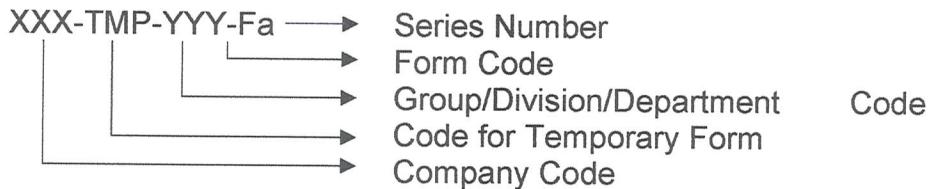


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COMPLIANCE MANAGEMENT GROUP	RECORDS MANAGEMENT MANUAL	Doc. Code : PCHI-CM-CMG-01
	SECTION: 9.0	Revision No. : 0

SUBJECT: IMPLEMENTING GUIDELINES

For Temporary Form Control Code:



Ex. PCHI-TMP-CMG-F1

- d. Coding for Groups/Departments/Divisions shall form a three (3) letter such as:

Example:

Group/Division/Department	Code
Compliance Management Group	CMG
Records Keeping Division	RKD
Project Management Department	PMD
Batching	BAT

- e. For Forms, coding shall be at the bottom left corner including the DCC, revision number and effectivity date.

WWW-XX-YYY-ZZFa
Rev. R DD/MM/YY

a	-	Series number
R	-	Revision Number
DD/MM/YY	-	Day/Month/Year of form effectivity

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9.4 Filing of Documents

Hard copy

- 9.4.1** MOPP shall have a stamped effectivity date to be done by DCO.
- 9.4.2** DCO / DRC shall file the documents at assigned binder and change the Binder File Name if needed., refer to **Binder File Name Template or Binder File Name Template (Projects)**.

Location Code

Location Code (Rack) = A
 Binder / Folder No. = 1

= Location Code + Binder / Folder No.
 = A1

- 9.4.3** File Location and Binder number shall be recorded in Master List.
- 9.4.4** For filing of hard copy, refer to **PCHI-AN-CMG-001 Filing Guidelines**.
- 9.4.5** For other labeling:

Particular	Small	Medium	Large	X Large
Font/Size/	Arial 20	Arial 50	Arial 120	Arial 200
Color	Bold black colored text	Black colored text	Black colored text	Black colored text
Usage/ Application	- Binders - Folders - Filing box	- Cabinets - Storage of Records (e.g. boxes) - Cubicle names - Drawers	- Interior labels (e.g. Superintendent's Office, Pantry areas) - Office door Labels	- Exterior Labels - Directional labels

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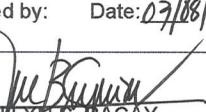
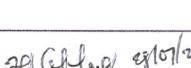
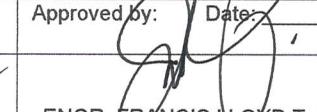
Prepared by: Date: 03/02/21	Reviewed & Recommended by: Date: 03/02/21	Approved by: Date: _____
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	SECTION: 9.0	Revision No. : 0

E-copy

- 9.4.6 Folder/s shall be named depending on the type of file (e.g. Form, Policies, Procedures, etc.). File naming of soft copies shall reflect Document Control Code, Document Title, and Revision number.
- 9.4.7 Inside the file type folder shall be a folder assigned per Company; and inside the Company folder shall be the folders covering all the respective departments involved.
- 9.4.8 Correct file naming for folder/s shall be practiced.
- 9.4.9 For forms, there shall be a different folder to separate editable forms from fillable forms.
- 9.4.10 Non-Form documents which contain both editable and fillable (e.g. Excel, Word, PPT, etc) it shall both be saved under one (1) folder.

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9.5 Retention Schedule

- 9.5.1** Retention period of documents shall be based on the Records Retention Schedule table

Type of Documents	Control	Retention Period (Active/Archive)				Method of Disposal	
		Hardcopy		Softcopy			
		Active	Archive	Active	Archive		
Master copy of Manual, Policies, Procedures, WI, and Forms	DCO	1 year	3 years	Retained for reference	Retained for reference	Recycle/ Tearing/ Deletion	
Technical specs., drawings and legal documents	Concerned Division/ Department	On Records Masterlist	5 years	On Records Masterlist	5 years		
File 201	PMG	3 years	5 years	3 years	5 years		
Departmental Records	By Department	On Records Masterlist	3 years or more	On Records Masterlist	3 years or more		
Finance records	Finance Group	On Records Masterlist	10 years	On Records Masterlist	10 years		

- 9.5.2** Retention period and disposal method of the documents as stated in Records Retention Schedule table shall be recorded at Master list.

- 9.5.3** Date of Transfer to inactive document is computed as:

= End of coverage date + active retention period

- 9.5.4** Disposal date of document is computed as:

= Date of coverage + active retention period + inactive retention period

Example:

Creation / Coverage Date = January to December 2020
 Active Retention Period = 2 years
 Inactive Retention Period = 1 year

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	SECTION: 9.0	Revision No. : 0

Date of Transfer to Inactive Document

- = End of coverage date + active retention period
- = December 2020 + 2 years
- = January 2023 – will be the date of transfer

Disposal Date

- = Date of coverage + active retention period + inactive retention period
- = December 2020 + 2 years + 1 year
- = January 2024 – will be the disposal date

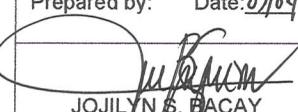
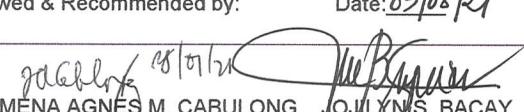
9.6 Vault

- 9.6.1** All original legal documents such as Acquisitions, Contracts, Land Titles, Permits & Licenses shall be filed and retained in the vault by Holdings Vault Custodian.
- 9.6.2** Access shall be given to Authorized Personnel with proper approval from Authorized Approver.

9.7 Charge Out of Documents

- 9.7.1** Document Copy Request (DCR) shall be required before providing a copy to Requestor.
- 9.7.2** In case e-copy is requested, copy of a document shall be retrieved through Electronic Document Management System (EDMS) by DRC / DCO.
- 9.7.3** DCO / DRC / Vault Custodian shall record the details of file and borrower for monitoring purposes.
- 9.7.4** Records due for return shall be monitored daily.
- 9.7.5** DCO / DRC shall monitor controlled copies issued to their department and Requestors.
- 9.7.6** DCO / DRC / Vault Custodian shall immediately retrieve controlled copies of a document once revision is cascaded and replace with revised controlled copy.

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9.8 Document Obsoletion

Hard Copy

- 9.8.1 Document Owner shall request for document obsoletion to DRC / DCO.
- 9.8.2 DCO/DRC shall assign a separate binder / box for inactive documents.
- 9.8.3 Archiving box shall use a binder file template as a box label, refer to **Box Filing Template**.

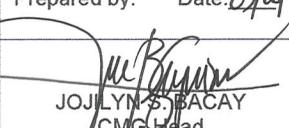
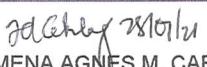
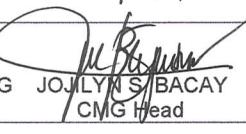
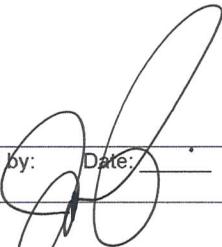
E-copy

- 9.8.4 All e-copy of inactive document shall be filed separately in “Archived” folder with “**OBSOLETE**” stamp.

9.9 Document Disposal

- 9.9.1 Requestor shall request for document and/or record disposal to DRC / DCO after they reached their specified maintenance/active period.
- 9.9.2 Retention period shall be applied on each discontinued and obsoleted document and record prior to disposal.

CONTROLLED COPY

Prepared by:	Date: 03/08/21	Reviewed & Recommended by:	Date: 03/08/21	Approved by:	Date: *
					ENGR. FRANCIS LLOYD T. CHUA CEO/Chairman

COMPLIANCE MANAGEMENT GROUP	RECORDS MANAGEMENT MANUAL	Doc. Code : PCHI-CM-CMG-01
	SECTION: 10.0, 11.0, 12.0, 13.0 SUBJECT: ADMINISTRATION, DEVIATION FROM THE POLICY, AMENDMENTS OR REVISION, & EFFECTIVITY	Revision No. : 0

10.0 ADMINISTRATION

The Compliance Management Group is directed to manage, implement and monitor compliance to all the provisions stipulated in this policy.

11.0 DEVIATION FROM THE POLICY

Any deviation from this policy shall be subject to disciplinary action based on the Employees Code of Conduct with the endorsement of the Compliance Management Group Head to the People Management Group unless otherwise such deviation will be approved by the CEO/Chairman.

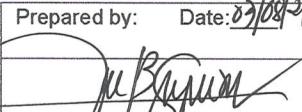
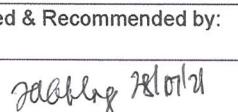
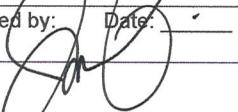
12.0 AMENDMENTS OR REVISION OF POLICY

Any amendment or revision of this policy shall be subject to the approval of the President upon the endorsement of the Compliance Management Group Head.

13.0 EFFECTIVITY

This policy shall take effect fifteen (15) days after email cascading by Compliance Management Group (CMG) and shall remain enforced unless revoked by the undersigned. Effectivity Date: 04 SEPT 2021

CONTROLLED COPY

Prepared by:  JOJLYN S. BACAY CMG Head	Date: <u>07/08/21</u>	Reviewed & Recommended by:  FILOMENA AGNES M. CABULONG BP Manager	Date: <u>07/08/21</u>	Approved by:  ENGR. FRANCIS LLOYD T. CHUA CEO/Chairman
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COMPLIANCE MANAGEMENT GROUP	RECORDS MANAGEMENT MANUAL	Doc. Code : PCHI-CM-CMG-01
	SECTION: 14.0, 15.0, 16.0 & 17.0 SUBJECT: REVIEW, INTERPRETATION, REPEALING CLAUSE & RECORDS GENERATED	Revision No. : 0

14.0 REVIEW

This policy will be on year-to-year basis unless there is a reason to modify, revise or supersede this policy before the end of the year.

15.0 INTERPRETATION

The Managements' thrust is by giving proper guidance to its officers and employees handling critical tasks in the management and controls of this policy and in the execution of his/her job responsibilities as directed by its immediate line of command and/or by the President and CEO/Chairman.

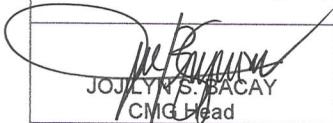
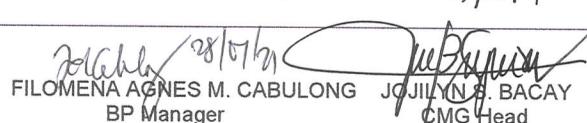
16.0 REPEALING CLAUSE

All other policies, memorandums, minutes, memos, and letters issued before which are inconsistent with provisions of this policy are deemed waived, vacated, repealed, or modified accordingly.

17.0 RECORDS GENERATED

- 17.1 PCHI-CM-CMG-01F1 Documented Information Change Request
- 17.2 PCHI-CM-CMG-01F2 Company Manual Template
- 17.3 PCHI-CM-CMG-01F3 Company Policy Template
- 17.4 PCHI-CM-CMG-01F4 Procedure Template
- 17.5 PCHI-CM-CMG-01F5 Revision History
- 17.6 PCHI-CM-CMG-01F6 Documented Information Change Request Log
- 17.7 PCHI-CM-CMG-01F7 Master List of Internal Documents
- 17.8 PCHI-CM-CMG-01F8 Master List of Quality Records
- 17.9 PCHI-CM-CMG-01F9 Master List of External Documents
- 17.10 PCHI-CM-CMG-01F10 Document Distribution and Retrieval Form
- 17.11 PCHI-CM-CMG-01F11 Document Copy Request
- 17.12 PCHI-CM-CMG-01F12 Charge Out Monitoring
- 17.13 PCHI-CM-CMG-01F13 Acknowledgment Form
- 17.14 PCHI-CM-CMG-01F14 Master List of Obsolete and Discontinued Documents and Records
- 17.15 PCHI-CM-CMG-01F15 Document and Record Disposal Form
- 17.16 PCHI-CM-CMG-01F16 Binder File Name Template
- 17.17 PCHI-CM-CMG-01F17 Binder File Name Template (Projects)
- 17.18 PCHI-CM-CMG-01F18 Box Filing Template
- 17.19 PCHI-CM-CMG-01F19 Annex Template

CONTROLLED COPY

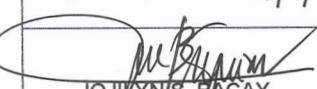
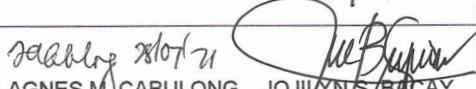
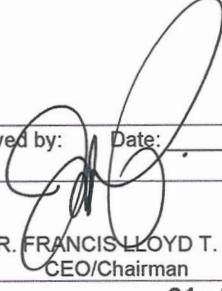
Prepared by: Date: 07/08/21	Reviewed & Recommended by: Date: 13/08/21	Approved by: Date: -
 JOJLYN S. BACAY CMG Head	 FILOMENA AGNES M. CABULONG BP Manager	 ENGR. FRANCIS LLOYD T. CHUA CEO/Chairman

18.0 REFERENCES

18.1 AN-CMG-01 Filing Guidelines

18.2 CM-IMS-01 Electronic Data Management System Manual

CONTROLLED COPY

Prepared by: Date: 03/08/21	Reviewed & Recommended by: Date: 03/08/21	Approved by: Date: _____
 JOJI LYNN S. BACAY CMG Head	 FILOMENA AGNES M. CABULONG BP Manager	 ENGR. FRANCIS LLOYD T. CHUA CEO/Chairman