



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

Memorandum

TO : All Sector/Department/Office Heads

FROM : The Manager
General Services Division

SUBJECT : Request for List and Copies of Template Forms

DATE : July 28, 2021

Relative to our drive to streamline our records management program and to ensure compliance with the Authority's Quality Management System (QMS), may we request for a list and copies of templated external and internal forms used by your respective departments/offices/units using the sample format below. These will be used to standardize the layout/design among all offices (e.g. type of font, size, logo, etc)

Name of Office:	Administrative Services Department	
Form No. or Form Code (If applicable)	FORM TITLE	
	Internal Forms (Originated/Formulated from your Office)	External Forms (Originated from other government agencies e.g. CSC, COA DBM, GCG, etc.)
1. CS Form No. 6, Revised 2020	-	Application for Leave Form
2. ADSD.QF.29	Purchase Request	

We will appreciate receiving the list including the actual template forms thru email address: tiezarecords@gmail.com and/or submit hardcopies to GSD-Records Section on or before August 12, 2021.

Thank you for your usual cooperation.


ANA RUTH L. MATEO

Noted:


ROSANNA M. OLGADO
Manager
Administrative Services Department

