



	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	DC 06-FASS-HR-01
	MASTER LIST OF QUALITY RECORDS	REVISION NUMBER	3
		PAGE NUMBER	1 of 1
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QUALITY RECORD CODE	DESCRIPTION OF RECORD	LOCATION	RESPONSIBLE PERSON	RETENTION PERIOD
QR-FASS-HR-01	Requisition of Employee	FASS-HR-FC-D1	ARD, FASS	3 years
QR-FASS-HR-02	Letters of Application/Response	FASS-HR-FC-D1	ARD, FASS	2 years
QR-FASS-HR-03	Bulletin of Vacancies in the Civil Service	FASS-HR-FC-D1	ARD, FASS	2 years
QR-FASS-HR-04	Statement of Actual Duties and Responsibilities	FASS-HR-FC-D1	ARD, FASS	Permanent
QR-FASS-HR-05	Employee 201 File	FASS-HR-FC-D2	ARD, FASS	Permanent

Prepared by:  ARD-FASS	Approved by:  Quality Management Representative
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