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QUALITY RECORD CODE	DESCRIPTION OF RECORD	LOCATION	RESPONSIBLE PERSON	RETENTION PERIOD
QR-TS-Sc-001	PAYROLL REGISTER (LBP Branch)	TS-Sc Cabinet	JBN/ZFA/SSB/SVA	Continuing
QR-TS-Sc-002	MONITORING SHEETS:			
	BATCH 2022 (UNDERGRADUATE)	TS-Sc FC #01 d1	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2021 (UNDERGRADUATE)	TS-Sc FC #01 d1	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2020 (UNDERGRADUATE)	TS-Sc FC #01 d1	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2019 (UNDERGRADUATE)	TS-Sc FC #01 d1	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2018 (UNDERGRADUATE)	TS-Sc FC #01 d1	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2022 (JLSS)	TS-Sc FC #01 d2	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2021 (JLSS)	TS-Sc FC #01 d2	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2020(JLSS)	TS-Sc FC #01 d2	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2019 (JLSS)	TS-Sc FC #01 d2	JBN/ZFA/SSB/SVA	Continuing
	BATCH 2018 (JLSS)	TS-Sc FC #01 d2	JBN/ZFA/SSB/SVA	Continuing
QR-TS-Sc-003	MONITORING FORM – Financial Benefits	TS-Sc Cabinet	JBN/ZFA/SSB/SVA	Continuing
QR-TS-Sc-004	DOST SCHOLAR'S LOG BOOK	TS-Sc Cabinet	JBN/ZFA/SSB/SVA	Continuing
QR-TS-Sc-005	LIST OF SCHOLAR-GRADUATES	TS-Sc Cabinet	JBN/ZFA/SSB/SVA	Continuing

Prepared by:  Regional Scholarship Coordinator	Approved by:  Quality Management Representative
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