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DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX

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MASTER LIST OF QUALITY RECORDS

QUALITY RECORD CODE	DESCRIPTION OF RECORD	LOCATION	RESPONSIBLE PERSON	RETENTION PERIOD
QR-STIC-F01	Accomplished Customer Registration Form	STIC-MH-01	RJA	3 Years
QR-STIC-F08	Master List of S&T Print Press Releases	STIC-MH-02	RJA	3 Years
QR-STIC-F09	Compilation of S&T News Articles	STIC-MH-02	RJA	3 Years
QR-STIC-F14	Master Lists of Investigatory Projects	STIC-MH-03	RJA	Continuing
QR-STIC-F18	Master Lists of STARBOOKS Recipients	STIC-MH-04	RJA	Continuing

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