



Company Header

Address

ROUTING SLIP

Title : _____

Description: _____

Department : _____ (Originating Branch)

Date	From	To	Signature	Action Required	Remarks
	G.M.				
	Exec. Asst. G.M.	G.M.			
25 Aug 2021	IT	PRODUCTION	<div>manager-it</div> 1629862875759	2	

Legend:

1. Approval/ Signature

2. Appropriate Action

3. Comment/Recommend

4. Study/Investigate

5. Rewrite/Redraft/Retype

6. Dispatch/ Forward/ File

7. Notation/Information

8. Disseminate

9. Please Print