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| Date Assigned | | **ACTION ITEM** | Assigned to | Due Date | Acknowledgement of Reminder | | Status on Review | | |
| No: |  | Signature | Date | Status | Remarks | Signature |
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Reviewed by: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_