**Note:** *Include this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

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| --- | --- | --- | --- | --- | --- |
| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by |
| 00 | Jul. 2, 2012 | Add revision history page | Recommendation from Stage 2 audit | CMRojas |  |
| 01 | Apr. 8, 2016 | Added disclaimer when printing the document | For document control | RCGanal | RTMonzon |
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TM-BR-MG- 11 Rev02, 10302015

**I. Objective:**

To provide the guidelines in maintaining a complete and updated file of press releases and other articles written about the company, its officers and staff whether developed internally or from external sources.

**II. Responsibility:**

Marketing Assistant

**III.** **Reference:**

Electronic File Naming Convention

**IV. Guideline:**

Press releases are to be filed in hard copy and electronically as follows:

1. Hard Copy –

1.1 Maintain one clear book file per year of all press releases and articles

1.2 Each clear book file contains an index by date of all the material in the file

1.3 If the material has been circulated online only, the material is printed out and filed in the clear book.

2. Electronic –

2.1 All press release material should be saved and/or scanned and stored electronically in an electronic folder per year with one file serving as an index similar to the hard copy index.

2.2 Electronic files will be stored in the company’s central document management file server.