

INTERNAL DOCUMENTED INFORMATION (DI) GOOGLE DRIVE CONTROL FORM

DI CODE	DI TITLE	DATE EFFECTIVE	REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION	DATE UPDATED / REVISION
QF-IPRO-083	Busser Evaluation Form	09/30/2024	00	09/30/2024 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-093	Server Evaluation Form	09/30/2024	00	09/30/2024 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-024	PHITEX Busser Evaluation Form (CHINESE SIMPLIFIED)	10/11/2024	00	10/11/2024 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-028	PHITEX Busser Evaluation Form (CHINESE TRADITIONAL)	10/11/2024	00	10/11/2024 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-02C	PHITEX Busser Evaluation Form (JAPANESE)	10/11/2024	00	10/11/2024 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-02D	PHITEX Busser Evaluation Form (GERMAN)	10/11/2024	00	10/11/2024 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:

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QF-IPRO-01	SELLER EVALUATION FORM	09/20/2021	00	09/22/2021 REV-00 CDICO: ASR	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-02	BUYER EVALUATION FORM	09/20/2021	00	09/22/2021 REV-00 CDICO: ASR	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-04	SELLER'S FEEDBACK FORM	09/24/2021	00	09/24/2021 REV-00 CDICO: ASR	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO-05	BUYER'S FEEDBACK FORM	09/24/2021	00	09/24/2021 REV-00 CDICO: ASR	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-DPRO-01B	ONLINE PARENTS EVALUATION PROGRAM	09/30/2021	00	09/30/2021 REV-00 CDICO: ASR	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-DPRO-05B	SPEAKER EVALUATION FORM	09/30/2021	00	09/30/2021 REV-00 CDICO: ASR	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:

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QF- DRS 10	RTF SALES LEAD FORM	08/01/2021	00	08/02/2021 REV-00 CDICO: AS	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF- DRS 11	RTF TRAVEL REQUIREMENT CHECKLIST	08/02/2021	00	08/02/2021 REV-00 CDICO: AS	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF- DRS 12	RTF PARTICIPATION FORM	08/02/2021	00	08/02/2021 REV-00 CDICO: AS	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF- PHRD- 03D	POST LEADERSHIP EVALUATION FORM FOR FORUM FILM SHOWING CONFERENCES	09/02/2021	00	09/02/2021 REV-00 CDICO: AS	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF- PHRD- 03D-1	POST LEADERSHIP EVALUATION FORM FOR VIRTUAL FORUM FILM SHOWING CONFERENCES	09/02/2021	00	09/02/2021 REV-00 CDICO: AS	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-IPRO 03	ONLINE POST LEADERSHIP EVALUATION FEEDBACK FORM	09/18/2021	00	09/18/2021 REV-00 CDICO: AS	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:

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QF-PHRO 33	RECEIVING, SELECTING, and PLANNING	06/30/2021	00	06/30/2021 REV-00 CDICO: <i>ASh</i>	07/21/2021 REV-01 CDICO: <i>ASh</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-MCON- 19	SATISFACTION SURVEY	07/01/2021	00	07/01/2021 REV-00 CDICO: <i>ASh</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-MCE 14	BOOKED EVENTS & BIDS MATRIAL SHEET	07/19/2021	00	07/19/2021 REV-00 CDICO: <i>ASh</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-DPRO 07	RTF CHECKLIST	08/02/2021	00	08/02/2021 REV-00 CDICO: <i>ASh</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-LPRO 08	RTF BUYER EVALUATION	08/02/2021	00	08/02/2021 REV-00 CDICO: <i>ASh</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
QF-PRO 09	RTF SELLER EVALUATION	08/02/2021	00	08/02/2021 REV-00 CDICO: <i>ASh</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:

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QF-MICE 10	MICECO VIRTUAL EDITION EVALUATION FORM FOR DELEGATES	02/15/2021	00	02/15/2021 REV-00 CDICO: <i>QPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MICE 11	LOCAL MICE FAMILIARIZATION TOUR EVALUATION FORM	02/15/2021	00	02/15/2021 REV-00 CDICO: <i>QPM</i>	05/07/2021 REV-01 CDICO: <i>QPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MICE 12	MICE HYBRID GUEST EVALUATION FORM FOR DELEGATES	03/15/2021	00	03/15/2021 REV-00 CDICO: <i>QPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MICE 13	VIRTUAL MICE PARTICIPATION FORM	04/23/2021	00	04/23/2021 REV-00 CDICO: <i>QPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM 01A- 06	REQUEST FOR D.I VERIFICATION CONFIRMATION	05/21/2021	00	05/21/2021 REV-00 CDICO: <i>QPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PSD 41	CASH DISBURSEMENT LOGSHEET	06/15/2021	00	06/15/2021 REV-00 CDICO: <i>QPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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06	MICE EVALUATION CRITERIA SCORING SHEET FOR FACILITATIVE TRIP	09/28/2020	00	09/28/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
07	MICE EVALUATION CRITERIA SCORING SHEET FOR EXHIBITIONS	09/28/2020	00	09/28/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
01	ENHANCED MICE BUS PROGRAM GUIDELINES	09/28/2020	00	09/28/2020 REV-00 CDICO: <i>[Signature]</i>	05/24/2021 REV-01 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
08	VIRTUAL MICE TRIP FAIR PARTICIPATION FORM	11/20/2020	00	11/20/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
10	APPROVAL SUPERVISION SURVEY FORM	01/04/2021	00	01/04/2021 REV-00 CDICO: <i>[Signature]</i>	04/22/2021 REV-01 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:
09	MICECON EVALUATION FORM FOR DELEGATES	02/15/2021	00	02/15/2021 REV-00 CDICO: <i>[Signature]</i>	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:	CDICO:

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QF-PHPD-038-1	POST LEGAL JUDG EVALUATION FORM FOR VIRTUAL PUBLIC SERVICES	07/10/2020	00	07/10/2020 REV-00 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHPD-039-1	POST LEGAL JUDG EVALUATION FORM FOR VIRTUAL MR ACTIVITIES	07/10/2020	00	07/10/2020 REV-00 CDICO: <i>ASPN</i>	07/12/2021 REV-01 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-WPPO-25	PARTICIPATION AGREEMENT FORM (HAWAII POSTICIPATION REC)	08/04/2020	00	08/04/2020 REV-00 CDICO: <i>ASPN</i>	11/11/2020 REV-00 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHPD-32	BACKGROUND VERIFICATION FORM	08/10/2020	00	08/10/2020 REV-00 CDICO: <i>ASPN</i>	03/24/2021 REV-01 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MISD-08	QUARTERLY BACK-UP REPORT	09/01/2020	00	09/01/2020 REV-00 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-WICE-05	WICE EVALUATION CRITERIA SCORING SHEET FOR MEETINGS COORDINATIONS	09/28/2020	00	09/28/2020 REV-00 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-92	CHECKLIST FOR ROYALTY OF CLOTHING ALLOWED CERS FOREIGN TRAVEL	02/17/2020	00	02/17/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-93	CHECKLIST FOR LIQUIDATION OF COST ADVANCED	02/17/2020	00	02/17/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-94	CHECKLIST FOR LIQUIDATION OF DAILY SUBSIDY ALLOWANCE	02/17/2020	00	02/17/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-CFAD-05	MANAGEMENT OF CHANGE MATRIX	04/01/2020	00	04/01/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-31	RECOMMENDATION FORM	06/08/2020	00	06/28/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-03A-1	POST LEARNING EVALUATION FORM FOR VIRTUAL IN-HOUSE TRAINING	07/10/2020	00	07/10/2020 REV-00 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-SPM-01A-01	Documented Information Movement Request	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-01A-02	Masterlist of Internal Documented Information	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-01A-03	Internal Documented Information Distribution and Recall Form	01/15/2018	00	02/10/2020 Rev-01 05/21/2021 Rev-02 CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-01A-03	Internal Documented Information Distribution and Recall Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-01A-04	Deleted Documented Information Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-01A-05	Documented Information Revision History	01/15/2018	00	02/10/2020 Rev-01 DELETED FROM GDS CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-SPM-01A-06	Internal Documented Information Google Drive Control Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-01B-01	Masterlist of External Documented Information	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-01B-02	External Documented Information Distribution and Recall Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-02-01	Masterlit of Retained Documented Information	01/15/2018	00	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-03-01	Nonconforming Output Logshet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-01	Internal Quality Audit Program	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-SPM-04-02	Internal Quality Audit Plan	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QJM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03A	Internal Quality Audit Checklists (MPRO, DPRO Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QJM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03B	Internal Quality Audit Checklists (MCOM Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QJM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03C	Internal Quality Audit Checklists (OCCO Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QJM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03D	Internal Quality Audit Checklists (CPBD Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QJM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-SPM-04-03E	Internal Quality Audit Checklists (Finance Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03F	Internal Quality Audit Checklists (HR Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03G	Internal Quality Audit Checklists (PGSD Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03H	Internal Quality Audit Checklists (Support Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03I	Internal Quality Audit Checklists (Maintenance Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-SPM-04-03J	Internal Quality Audit Checklists (SPM Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ash</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-03K	Internal Quality Audit Checklists (IQA Process)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ash</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-04	Internal Quality Audit Report Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ash</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-04-05	Matrix of Nonconformities	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ash</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-05-01	Corrective Action Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ash</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-06-01	Strategic Risk and Opportunities Matrix	01/15/2018	00	01/03/2019 Rev-01 CDICO: <i>ash</i>	08/05/2019 Rev-02 CDICO: <i>ash</i>	02/10/2020 Rev-03 CDICO: <i>ash</i>	12/10/2020 Rev-04 CDICO: <i>ash</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-SPM-06-02	TPB Context – RNEs of Interested Parties	01/15/2018	00	08/05/2019 Rev-01 CDICO: <i>ASPN</i>	02/10/2020 Rev-02 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-06-03	Risk and Opportunity Register	01/15/2018	00	07/25/2018 Rev-01 CDICO: <i>ASPN</i>	02/10/2020 Rev-02 12/10/2020 REV-03 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-06-04	Risk Control Plan	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-07-01	Stakeholder's Complaint Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPN</i>	05/28/2021 REV-02 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-07-02	Complaint Monitoring Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPN</i>	05/28/2021 REV-03 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-08-01	Consolidated Customer Feedback Report (Invitational Programs)	01/15/2018	00	01/27/2020 Rev-01 CDICO: <i>ASPN</i>	02/10/2020 Rev-02 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-SPM-08-02	Consolidated Customer Feedback Report (Travel Trade MICE, et al)	01/15/2018	00	01/27/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-08-03	Consolidated Customer Feedback Report (Domestic Promotions Events)	01/15/2018	00	01/27/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-09-01	Quality Objectives Monitoring and Evaluation Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-SPM-09-02	Accomplishment Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	05/24/2021 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-SPM-06-01	Risk and Opportunity Rating Scheme	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	07/07/2021 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-OCOO-01	Incoming Internal Documents Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-OCOO-02	Incoming External Documents Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-OCOO-03	Covering Note of Contract for COO's Signature	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-OCOO-04	Travel Requirements Checklist for the COO	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-OCOO-05	Document Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-OCOO-06	Document Tracking Slip	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-OCOO-07	Attendance Sheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-LEGD-01	Contract Preparation and Review Form	01/15/2018	00	Deleted from the QMS 01/17/2020 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-LEGD-03	Review of Contracts Intended for DOT OO and RO	01/15/2018	00	Deleted from the QMS 01/17/2020 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-LEGD-01	Review of Contracts/Agreements w/ DOT Regional & Foreign Offices	01/17/2020	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-LEGD-02	Preparation / Review of Procurement Contracts	01/17/2020	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-LEGD-03	Preparation / Review of Memorandum of Agreement for Sponsorship / Financial Assistance	01/17/2020	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-LEGD-04	Preparation of Review of Contract / Agreements Involving Nat'l Govt. Agencies, GOCC's and LGU	01/17/2020	00	02/10/2020 Rev-01	07/01/2020 Rev-02							
				CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>
QF-LEGD-05	Preparation / Review of Contracts / SUI Generis Contracts	01/17/2020	00	02/10/2020 Rev-01	07/01/2020 Rev-02							
				CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>
QF-LEGD-06	Preparation and Issuance of Legal Opinion	01/15/2018	00	04/12/2019 Rev-01	01/17/2020 Rev-02	02/10/2020 Rev-03						
				CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>
QF-LEGD-07	Routing Slip	01/15/2018	00	10/03/2019 Rev-01	10/28/2019 Rev-02	01/17/2020 Rev-03	02/10/2020/ Rev-04					
				CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>
QF-CPBD-01	Corporate Quality Objectives	01/15/2018	00	02/10/2020 Rev-01								
				CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>

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QF-CPBD-02	Functional Quality Objectives	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASFM</i>	05/24/2024 Rev-02 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-CPBD-03	Market Research Timeline	01/15/2018	00	01/04/2019 Rev-01 CDICO: <i>ASFM</i>	02/10/2020 Rev-02 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-CPBD-04	Corporate Operating Budget and Work Program	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MISD-01	ICT Request and Maintenance Report Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MISD-02	Daily Monitoring of ICT Server, Network Infrastructure	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MISD-03	Semi-annual Preventive Maintenance Schedule Plan of ICT Hardware	01/15/2018	00	07/02/18 Rev-01 CDICO: <i>ASFM</i>	02/10/2020 Rev-02 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MISD-04	SMS or Email Requets	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MISD-05	Monitoring Logsheet of ICT Request and Maintenance Report	01/15/2018	00	02/10/2020 Rev-01 07/01/2021 REV-02 CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MISD-06	Monitoring Logsheet of SMS or Email	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MISD-07	Semi-annual Preventive Maintenance Summary Sheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
PL-MISD-01	Semi-annual Preventive Maintenance Schedule Plan	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-01	Project Proposal Form	01/15/2018	00	09/13/2019 Rev-01 CDICO: <i>[Signature]</i>	01/28/2020 Rev-02 CDICO: <i>[Signature]</i>	02/10/2020 Rev-03 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MPRO-02	Invitational Logistics and Internal Requirements Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	05/03/2024 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-03	Travel Trade Familiarization Tour Evaluation Form	01/15/2018	00	08/29/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-03A	Travel Trade Familiarization Tour Evaluation Form (Korean)	01/15/2018	00	08/29/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-03B	Travel Trade Familiarization Tour Evaluation Form (Japanese)	01/15/2018	00	08/27/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-03C	Travel Trade Familiarization Tour Evaluation Form (Chinese Simplified)	01/15/2018	00	08/29/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MPRO-03D	Travel Trade Familiarization Tour Evaluation Form (Chinese Tradition)	01/15/2018	00	08/29/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-04	Terminal Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-05	Project Evaluation Monitoring Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-06	Project Brief Form	01/15/2018	00	09/13/2019 Rev-01 CDICO: <i>[Signature]</i>	01/28/2020 Rev-02 CDICO: _____	02/10/2020 Rev-03 CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-07	Budget Breakdown	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	01/16/2021 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-08	Itinerary Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MPRO-09	Travel, Trade MICE and Consumer Fairs Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-10	Gantt Chart	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-11	Travel Requirement Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-12	Philippine Delegation Travel Arrangement Monitoring	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-13	Participation Form	01/15/2018	00	01/27/2020 Rev-01 CDICO: <i>ASF</i>	02/10/2020 Rev-02 CDICO: <i>ASF</i>	02/17/2020 Rev-03 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-14	Summary of Confirmed Participants	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

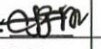
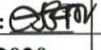
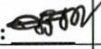
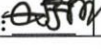
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QF-MPRO-15	Seller Evaluation Form	01/15/2018	00	08/29/2019 Rev-01 CDICO: <i>QFM</i>	02/10/2020 Rev-02 CDICO: <i>QFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-15C	Seller Evaluation Form (Chinese Simplified)	08/29/2018	00	02/10/2020 Rev-01 CDICO: <i>QFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-16	Sales Lead Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-17	Monitoring Sales Lead Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-18	Multi Media Publicity Monitoring Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-19	Evaluation Form Buyers	01/15/2018	00	08/29/2018 Rev-01 CDICO: <i>QFM</i>	02/10/2020 Rev-02 CDICO: <i>QFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MPRO-19A	Buyer Evaluation Form (Korean Translated)	08/29/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-19C	Buyer Evaluation Form (Chinese Simplified)	08/29/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-19D	Buyer Evaluation Form (Chinese Traditional)	08/29/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: <i>T</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-20	Business Mission Checklist	01/15/2018	00	04/01/2019 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-21	Post Event Evaluation Form (Sales Mission)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-22	Activity Monitoring for Invitational Programs	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	<i>02/10/2020 Rev-02</i> CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MPRO-23	Booked Event Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-24	Media Familiarization Evaluation Form	08/29/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-24A	Media Familiarization Evaluation Form (Korean)	02/04/2019	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-24B	Media Familiarization Evaluation Form (Japanese)	08/23/2019	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-24C	Media Familiarization Evaluation Form (Chinese Simplified)	08/29/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MPRO-24D	Media Familiarization Evaluation Form (Chinese Traditional)	08/29/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QG-MPRO-01	Guidelines on How to Assist Booked Events	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	DELETED FROM QNS 09/28/2020 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-MPRO-01	Indicators for Evaluation Criteria	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-DPRO-01	Post Training Evaluation Form	01/15/2018	00	01/14/2019 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-DPRO-02	Program Training Requirement Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-DPRO-03	Participation Form (Product Updates)	01/15/2018	00	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-DPRO-04	TPB Product Update Feedback Form	01/15/2018	00	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-DPRO-05	Speaker Evaluation Form	08/15/2019	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	03/16/2020 REV-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-DPRO-06	TPB Membership Application Form	08/19/2019	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-DPRO-01	Criteria for Project Evaluation for Domestic Projects	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MICE-01	Won Bid Transmittal Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MICE-02	Lost Bid Assessment and Lead Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MICE-03	MICE Trade Fairs Participation Feedback Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MICE-04	Checklist for Bidding for International Events	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MICE-05	Participation Agreement Form (For MICE Trade Show)	08/15/2019	00	Deleted from the QMS 01/27/2020 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-MICE-01	Criteria for Project Evaluation for MICE Projects	01/15/2018	00	02/10/2020 Rev-01 09/28/2020 Rev-02 CDICO: <i>ASPN</i>	CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-01	Job Order Request Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-02	Creative Brief Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-03	Creative Design Logsheet	01/15/2018	00	05/28/2018 Rev-01 CDICO: <i>ASPN</i>	07/17/2019 Rev-02 CDICO: <i>ASPN</i>	02/10/2020 Rev-03 CDICO: <i>ASPN</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

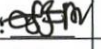
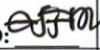
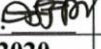
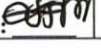
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QF-MCOM-04	Media Brief Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-05	PR Brief	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-06	Media Proposal Evaluation Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-07	Content Creation for Press Release and Media Related Output	01/15/2018	00	01/06/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	12/01/2024 REV-03 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-08	Cost Estimate Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	07/10/2021 REV-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-09	Cost Estimate Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MCOM-10	Approval and Satisfaction Survey	01/15/2018	00	07/17/2019 Rev-01 CDICO: <i>afm</i>	02/10/2020 Rev-02 CDICO: <i>afm</i>	07/16/2021 Rev-03 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-11	Media Proposal Evaluation Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-12	Media Implementation Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-13	Approved Media Placement Log Sheet	01/15/2018	00	04/26/2018 Rev-01 CDICO: <i>afm</i>	02/10/2020 Rev-02 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-14	Media Invitational Program Participation Evaluation Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-14A	Media Invitational Program Participation Evaluation Form (Japanese)	01/15/2018	00	02/10/2020 Rev-01 CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-MCOM-14B	Media Invitational Program Participation Evaluation Form (Mandarin)	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-14C	Media Invitational Program Participation Evaluation Form (Korean)	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-15	Creative Status Monitoring Chart	01/15/2018	00	07/17/2019 Rev-01 CDICO: 	02/10/2020 Rev-02 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-16	Creative Title Block Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-MCOM-17	Photo List	07/17/2019	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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RF-MCOM-01	Masterlist of Advertising Campaign Materials	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
PL-DCOOC A-01	Communication Plan	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-01	Statement of Account	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	09/01/2021 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-02	SOA Logsheet	01/15/2018	00	02/03/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-03	Liquidation Voucher	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-04	COA Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-05	DBM Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-06	GCG Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-07	DOF Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-08	Cash Advance	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-09	Checklist for Payment and Remittance - Payroll Fund for Salaries	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-10	Checklist for Payment and Remittance - Petty Cash Fund	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-11	Checklist for Payment and Remittance - Traveling Allowances Local	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-12	Checklist for Payment and Remittance - Travelling Allowances Foreign	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-13	Checklist for Payment and Remittance - Fund Transfers	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-14	Checklist for Payment and Remittance - First Salary	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-15	Checklist for Payment and Remittance - Salary (if deleted from the payroll)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-16	Checklist for Payment and Remittance - Salary Differentials	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-17	Checklist for Payment and Remittance - Last Salary	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-18	Checklist for Payment and Remittance - Salary Due to Heirs of Deceased Employee	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-19	Checklist for Payment and Remittance - Maternity Leave	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-20	Checklist for Payment and Remittance - Claims Thru ATM	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-21	Checklist for Payment and Remittance - Uniform Allowance	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-22	Checklist for Payment and Remittance - Productivity Incentive Allowance	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QSPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-23	Checklist for Payment and Remittance - Honoraria for Govt Personnel Involved in Govt Procurement	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QSPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-24	Checklist for Payment and Remittance - Honoraria For Special Projects	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QSPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-25	Checklist for Payment and Remittance - Overtime Pay	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QSPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-26	Checklist for Payment and Remittance - Year-End Bonus	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QSPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-27	Checklist for Payment and Remittance - Retirement Benefits (under RA No. 1616)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFTM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-28	Checklist for Payment and Remittance - Terminal Leave	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFTM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-29	Checklist for Payment and Remittance - Monetization	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFTM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-30	Checklist for Payment and Remittance - Loyalty Cash Award-Incentive	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFTM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-31	Checklist for Payment and Remittance - Utility Expenses	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>QFTM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-32	Checklist for Payment and Remittance - Telephone and Communications Expenses	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-33	Checklist for Payment and Remittance - Procurement through public bidding	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-34	Checklist for Payment and Remittance - Procurement of supplies, materials, equipment	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-35	Checklist for Payment and Remittance - Negotiated contract	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>afm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-36	Checklist for Payment and Remittance - Succeeding Payments and final payments	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-37	Checklist for Payment and Remittance - Repairs of equipment and motor vehicles	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-38	Checklist for Payment and Remittance - Consulting services	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-39	Checklist for Payment and Remittance - Refund	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-41	Checklist for Payment and Remittance - General support services	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

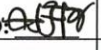
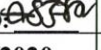
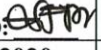
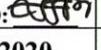
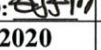
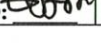
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QF-FIND-42	Checklist for Payment Advertising expenses	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-43	Checklist for Payment and Remittance - Telegraphic transfers	01/15/2018	00	08/27/2019 Rev-01 CDICO: 	02/10/2020 Rev-02 CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-44	Checklist for Payment Reimbursements	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-45	Checklist for Payment and Remittance - Direct contracting	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-46	Checklist for Payment and Remittance - Repeat order	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-47	Checklist for Payment and Remittance - Negotiated procurement	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-48	Checklist for Payment and Remittance - Procurement through automatic debit	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-49	Checklist for Cultural and Athletic activities	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-50	Checklist for Human resources development	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-51	Checklist for Payment and Remittance - Sponsorship or Financial Assistance	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-52	Checklist for Payment and Remittance - Shopping	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-53	Checklist for Payment of Job Order Services	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-54	Checklist for the Payment of Pre-Departure - Foreign	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-55	Checklist for Payment of Accommodation Package and Related Expenses	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-56	Checklist for Transportation Services (Car Rental)	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-57	Checklist for Payment and Remittance for Trainings and Seminars	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-58	Checklist for Payment of Courier Services	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-59	Checklist for Payment (Reflishment) of Revolving Fund	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-60	Checklist for the Payment of GSIS Insurance	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-61	Checklist for the Payment of gasoline, lubricant and services of TPB Vehicles	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-62	Checklist for the Payment of Bond Premium of TPB Project Officers and Employees	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-63	Checklist for Payment of Small Value Procurement	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASF</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-64	Checklist for Payment of Entertainers Fee	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-65	Checklist for Payment of Food and Beverages	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-66	Checklist for Payment of Association Dues	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-67	Checklist for Cash Fund - Revolving Fund	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-68	Checklist for Payment of Visa Application	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-69	Checklist for Payment of Variation Order on Repair or Rehab of TPB Offices	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-70	Checklist for Payment of Cash Bond for the Repair and Rehabilitation	01/15/2018	00	02/10/2020 Rev-01 CDICO: <u>ASD</u>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-71	Checklist for Payment and Remittance - Internet Services	01/15/2018	00	02/10/2020 Rev-01 CDICO: <u>ASD</u>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-72	Checklist for Payment and Remittance - Mandatory Contribution	01/15/2018	00	02/10/2020 Rev-01 CDICO: <u>ASD</u>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-73	Checklist for Payment and Remittance - Mandatory Contributions , GSIS AND BIR	01/15/2018	00	02/10/2020 Rev-01 CDICO: <u>ASD</u>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-74	Checklist for Payment and Remittance - Per Diem for Local Travel	01/15/2018	00	02/10/2020 Rev-01 CDICO: <u>ASD</u>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-75	Checklist for Payment and Remittance - Reprocessing of Stale Cancelled Checks	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-76	Checklist for Payment and Remittance - Maintenance Website	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-77	Checklist for Payment and Remittance - HMO Membership Fee for Dependents of TPB	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-78	Checklist for Payment and Remittance - Delayed Payment Penalty Charges	01/15/2018	00	02/10/2020 Rev-01 CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-79	Checklist for Request of SOA Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-80	Monthly Collection Schedule	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-81	Monitoring Logsheets for Issuance of Certification of Availability of Funds	01/15/2018	00	08/27/2019 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	08/23/2024 Rev-03 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-82	Monitoring Logsheets for Issuance of Availability of Funds for LOA	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	08/23/2024 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-83	Monitoring Logsheets for Issuance of Availability of Funds for Project Proposal	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	08/23/2024 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-84	Disbursement Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-85	Index of Payment	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-86	BURS Logsheet	01/15/2018	00	02/10/2020 Rev-01 07/10/2021 Rev-02 CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-87	Summary of BURS Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-88	Monitoring Logsheet for Budget Monitoring	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-89	Monitoring Logsheet for COB Preparation	01/15/2018	00	04/25/2018 Rev-01 02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-FIND-90	Budget Monitoring Sheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	10/28/2020 REV-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-FIND-91	Monthly Expenditure Report	01/15/2018	00	04/25/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-01	Individual Competency Profile Per Position	01/15/2018	00	11/19/2018 Rev-01 CDICO: <i>[Signature]</i>	12/09/2019 Rev-02 CDICO: <i>[Signature]</i>	02/10/2020 Rev-03 CDICO: <i>[Signature]</i>	11/13/2020 REV-04 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-02	PHRD Training and Attendance Monitor	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-03A	Post Learning Evaluation Form (In-house Trainings)	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-03B	Post Learning Evaluation Form in Public Seminars	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PHRD-03C	Post Learning Evaluation Form for HR Activities	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ajm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-04	Training Effectiveness Evaluation	01/15/2018	00	05/21/2018 Rev-01 CDICO: <i>ajm</i>	02/10/2020 Rev-02 CDICO: <i>ajm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-05	Performance Appraisal Form for Supervisory	01/15/2018	00	Deleted from the QMS 01/28/2019 CDICO: <i>ajm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-06	Performance Appraisal Form for Non-Supervisory only	01/15/2018	00	Deleted from the QMS 01/28/2019 CDICO: <i>ajm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-07	Performance Appraisal Form for Drivers only	01/15/2018	00	Deleted from the QMS 01/28/2019 CDICO: <i>ajm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PHRD-05A	Office Performance Commitment & Review (1 st Sem)	01/28/2019	00	01/06/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	04/12/2021 Rev-03 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-05B	Office Performance Commitment & Review (2 nd Sem)	01/28/2019	00	01/06/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	04/12/2021 DELETED FROM QMS CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-06A	Division Performance Commitment & Review (1 st Sem)	01/28/2019	00	01/06/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	04/12/2021 Rev-03 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-06B	Division Performance Commitment & Review (2 nd Sem)	01/28/2019	00	01/06/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	04/12/2021 DELETED FROM QMS CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-07A	Individual Performance Commitment & Review (1 st Sem)	01/28/2019	00	01/06/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	04/12/2021 Rev-03 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-07B	Individual Performance Commitment & Review (2 nd Sem)	01/28/2019	00	01/06/2020 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	04/12/2021 DELETED FROM QMS CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PHRD-08	Summary of Ranking of Eligible Officials and Officers of TPB	01/15/2018	00	01/28/2019 Rev-01 CDICO: <i>ASPM</i>	02/10/2020 Rev-02 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-09	Personnel Requisition Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPM</i>	10/15/2024 DELETED FROM ONS CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-10	Application for Employment	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPM</i>	DELETED FROM ONS 05/26/2024 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-11A	Checklist of Requirements for Application for Promotion	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPM</i>	05/26/2024 REV-02 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-11B	Checklist of Requirements for Transferees	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPM</i>	10/15/2024 DELETED FROM ONS CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-11C	Application Checklist of Requirements	01/15/2018	00	07/18/2018 Rev-01 CDICO: <i>ASPM</i>	02/10/2020 Rev-02 CDICO: <i>ASPM</i>	10/15/2024 DELETED FROM ONS CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PHRD-12	Qualification Assessment Report Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	05/09/2020 REV-02 CDICO: <i>[Signature]</i>	05/26/2021 REV-03 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-13	Interview Evaluation Form	01/15/2018	00	08/23/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	08/10/2020 DELETED FROM QIS CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-14	Pre-employment Test Results	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	10/15/2021 DELETED FROM QIS CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-15A	Candidate Rating Sheet for Promotion	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	09/28/2021 REV-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-15B	Candidate Rating Sheet for Hiring	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	09/28/2021 REV-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-16A	Checklist of Requirements for Employment	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	05/26/2021 REV-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PHRD-16B	Checklist of Requirements for Transferees	01/15/2018	00	02/10/2020 Rev-01 02/20/2021 REV-02 CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-17	Orientation Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-18	Application for Leave for Contractual	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-19	Official Business Pass	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-20	Overtime Request Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PHRD-21	Request for Certification or Service Record	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-22	Authorization to Claim Rice Stub	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-23	Request for Deduction	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-24	Training Terminal Report	01/15/2018	00	03/13/2019 Rev-01 CDICO: <i>ASW</i>	02/10/2020 Rev-02 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-25	Annual Training Plan Monitoring Sheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-26	Budget Utilization Monitoring Sheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PHRD-27A	Recruitment Monitoring Sheet for Permanent	01/15/2018	00	05/18/2018 Rev-01 CDICO: <i>ASPM</i>	08/23/2019 Rev-02 CDICO: <i>ASPM</i>	02/10/2020 Rev-03 CDICO: <i>ASPM</i>	03/02/2020 Rev-04 CDICO: <i>ASPM</i>	05/26/2021 Rev-05 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-27B	Recruitment Monitoring Sheet for Job Order	01/15/2018	00	05/18/2018 Rev-01 CDICO: <i>ASPM</i>	08/23/2019 Rev-02 CDICO: <i>ASPM</i>	02/10/2020 Rev-03 CDICO: <i>ASPM</i>	03/02/2020 Rev-04 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-28	Request to Report for Work Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-29	Tourism Promotions Board Student Trainee Requisition Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PHRD-30	Individual Competency Profile Per Position (J.O. Personnel)	11/19/2018	00	12/09/2019 Rev-01 CDICO: <i>ASPM</i>	02/10/2020 Rev-02 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
PL-PHRD-01	Learning and Development Plan	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASPM</i>	06/01/2021 Rev-02 CDICO: <i>ASPM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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PL-PHRD-02	Annual Training Plan	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	06/04/2024 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
PL-PHRD-03	Organizational Knowledge Management Plan	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-PHRD-01	Competency Profile Per Position	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-PHRD-02A	TPB Job Specifications	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	10/13/2024 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-PHRD-02B	Job Classification by Work Group	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
RF-PHRD-03	TPB Guidelines on Personnel Selection	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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RF-PHRD-04	Competency Gaps Summary	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>affm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-01	Purchase Request	01/15/2018	00	08/01/2019 Rev-01 CDICO: <i>affm</i>	02/10/2020 Rev-02 CDICO: <i>affm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-02	Purchase Order	01/15/2018	00	08/01/2019 Rev-01 CDICO: <i>affm</i>	02/10/2020 Rev-02 CDICO: <i>affm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-02B	Purchase Order	01/15/2018	00	Deleted from the QMS 08/01/2019 CDICO: <i>affm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-03	Quotation Evaluation Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>affm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-04	Quality and Quantity Inspection Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>affm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-05	Inspection and Acceptance Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>affm</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PGSD-06	Stock Card	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-07	Requisition and Issue Slip	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-08	Report on Supplies and Materials	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-09	External Providers' Evaluation Form	01/15/2018	00	02/10/2020 Rev-01 09/01/2024 Rev-02 CDICO: <i>[Signature]</i>	CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-10	Annual Preventive Maintenance Plan for Vehicles, Furniture and Fixtures, Airconditioners and Workplace	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PGSD-11	Preventive and Corrective Maintenance Report for Vehicles, Equipments, Furniture and Fixtures, Airconditioners and Workplace	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-12	Request for Repair	01/15/2018	00	08/01/2018 Rev-01 CDICO: <i>ASFM</i>	02/10/2020 Rev-02 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-13	Request for Pre-Repair Inspection	01/15/2018	00	08/01/2018 Rev-01 CDICO: <i>ASFM</i>	02/10/2020 Rev-02 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-14	Property Acknowledgment Receipt	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-15	Waste Material Report	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASFM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PGSD-16	Inventory Inspection Report of Unserviceable Property	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-17	BID Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-18	Abstract of BIDs Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-19	Checklist for Purchase Request	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-20	Petty Cash Voucher	01/15/2018	00	Deleted from the QMS 05/21/2019 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-21	Property Gate Pass	01/15/2018	00	03/01/2019 Rev-01 CDICO: <i>ASW</i>	02/10/2020 Rev-02 CDICO: <i>ASW</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PGSD-22	Vehicular Request Form	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ESM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-23	Request for Transfer of Property Accountability	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ESM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-24	Authority to Enter TPB Premises	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ESM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-25	Request for COA Inspection	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ESM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-26	Driver's Daily Trip Ticket	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ESM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-27	Inventory Custodian Slip	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>ESM</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

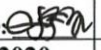
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QF-PGSD-28	Inspection and Acceptance Monitoring Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-29	Procurement Monitoring Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-30	Summary of External Providers' Performance Evaluation	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-31	Masterlist of External Providers	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-32	Requisition Issue Slip Monitoring Logsheet	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	08/16/2024 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-33	Repair Request Monitoring Logsheet	01/15/2018	00	08/01/2018 Rev-01 CDICO: <i>[Signature]</i>	02/10/2020 Rev-02 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PGSD-34	Annual Inventory of Promotional Materials and Giveaways	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-35	Annual Monitoring of Inventory of Promotional Materials and Giveaways	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-36	Customer Service Satisfaction Survey	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-37	Preventive Maintenance Checklist	01/15/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-38	Disposal of Unserviceable Property Monitoring Logsheet	08/01/2018	00	02/10/2020 Rev-01 CDICO: <i>[Signature]</i>	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____

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QF-PGSD-39	Order Payment Form	12/03/2018	00	Deleted from the QMS 05/21/2019								
				CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____
QF-PGSD-40	Cash Receipts & Deposits (Cash Book of Collection)	12/03/2018	00	02/10/2020 Rev-01								
				CDICO: 	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____	CDICO: _____