



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGION XIII (CARAGA)  
1559 Matimco Bldg, Km 4., Libertad, Butuan City  
caraga.dilg.gov.ph

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Name of Division/FOU: FINANCE AND ADMIN. DIVISION

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
<b>Administration of Leave of Absences</b>							
QP-R13-FAD-11	Quality Procedure	10.16.17					
QO-QP-R13-FAD-11	Quality Objective	10.16.17					
QME-QP-R13-FAD-11	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-11-01A	Process Summary Logsheet	10.16.17					
FM-QP-R13-FAD-11-01B	Process Summary Logsheet	10.16.17					
FM-QP-R13-FAD-11-01C	Process Summary Logsheet	10.16.17					

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FM-QP-R13-FAD-11-01A	Process Summary Logsheet	10.16.17	10.26.18				
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**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
	NAP Form 1 National inventory Form 2012						
	NAP Form 2 Records Disposition Schedule						
	NAP Form 3 Records Inventory & Appraisal						
	NAP General Records Disposition System						

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