

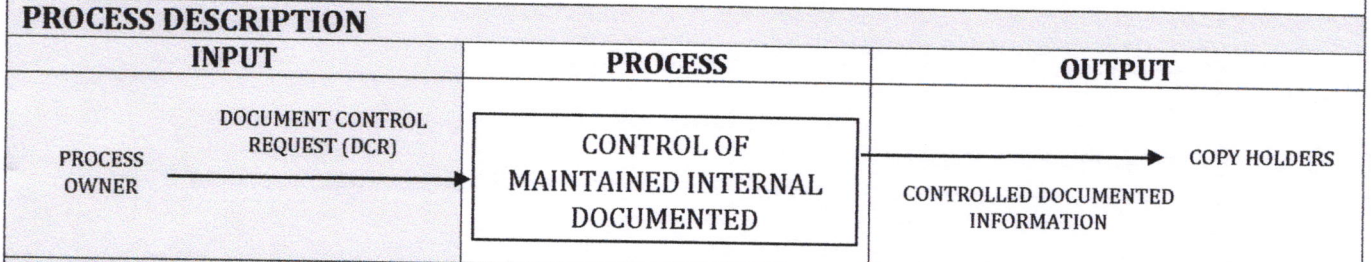


DILG REGION XIII (CARAGA)
**SYSTEM
 PROCEDURE (SP)**

Document Code
R13-SP-01A

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PROCEDURE TITLE	CONTROL OF MAINTAINED INTERNAL DOCUMENTED INFORMATION
SCOPE	This process starts from the identification of the need for creation/revision of document, control and issuance at points of use, up to recall of obsolete or deletion of internal documents.
PURPOSE/S	To manage and control the creation, revision, distribution and deletion of internal documents and recall of obsolete copies.



DESCRIPTIVE STATEMENT:

The process owner submits a duly accomplished Document Control Request Form together with the draft of the document to be changed to the Regional Document Controller who reviews the request and the draft of the document, layouts accordingly and return to process owner for review and approval by the designated signatories. Upon approval, document controller subject the document to control, which includes updating the Master List, stamping of control status, recalling obsolete copies and distributing control copies.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	PROCESS OWNER	Identify the need for document creation/revision/deletion	<ul style="list-style-type: none"> Accomplish the Document Control Request (DCR) Form (Internal Document) and have it signed by authorized signatories. For approved deletion of document, forward the DCR to the Regional Document Controller, and proceed to Step 3. 	<ul style="list-style-type: none"> Document Control Request (DCR) Form (FM-R13-SP-01A-02)
2	PROCESS OWNER	Draft the new Document or proposed revision	<ul style="list-style-type: none"> Draft the Document following the prescribed format and forward to Regional Document Controller (RDC) together with the approved DCR and the e-copy of the Document. 	<ul style="list-style-type: none"> DCR Form (FM-R13-SP-01A-02) New Document/Revised Document
3	REGIONAL DOCUMENT CONTROLLER (RDC)	Record the DCR Control Number and layout the Document	<ul style="list-style-type: none"> Review the DCR and if found okay, assign DCR Control No. and record in the DCR Log Sheet. <p>Note: For reference document (e.g. Policies, Memorandum, manual, brochure), proceed to Step 5.</p>	<ul style="list-style-type: none"> DCR Form(FM-R13-SP-01A-02) DCR Log Sheet(FM-R13-SP-01A-05) Soft copy of the Document Document