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			Revision No.: 0
	LIST OF EXTERNAL AND INTERNAL DOCUMENTED INFORMATION		Effectivity Date: March 2017
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DOCUMENT CODE

QMP01	MNWD QMS MANUAL
QMP02	CONTROL OF DOCUMENTED INFORMATION
QMP03	INTERNAL QUALITY AUDIT
QMP04	CORRECTIVE ACTION
QMP05	MANAGEMENT REVIEW
QMP06	CONTROL OF NON-CONFORMITY
QMF02	INTERNAL AUDIT REPORT FORM
QMF03	CORRECTIVE ACTION FORM
QMF04	QUALITY OBJECTIVE
QMF05	OPCR
DPCR-A	ADMIN
DPCR-B	COMMERCIAL
DPCR-C	ENGINEERING
DPCR-D	FINANCE
DPCR-E	HUMAN RESOURCE
DPCR-F	PLC&NRWMD
DPCR-G	PRODUCTION
ASDPW01	PROCUREMENT
ASDPW02	PROPERTY AND SUPPLY MANAGEMENT
ASDPW03	EXTERNAL PROVIDERS
ASDPW04	ADMINISTRATIVE/GENERAL SERVICES
ASDPW05	RECRUITMENT AND SELECTION
ASDPW06	STRATEGIC PERFORMANCE MANAGEMENT SYSTEM
ASDPW07	LEARNING AND DEVELOPMENT
ASDPW08	REWARDS AND RECOGNITION
ASDF01	SUPPLY MANAGEMENT
ASDF02	INSPECTION AND ACCEPTANCE REPORT
ASDF03	PURCHASE ORDER
ASDF04	MAINTENANCE SERVICE REQUEST VEHICLE
ASDF05	MAINTENANCE SERVICE REQUEST BUILDING
ASDF06	DRIVER'S TRIP TICKET
ASDF07	BACKGROUND INVESTIGATION REPORT TEMPLATE
ASDF08	NEPOTISM REPORT TEMPLATE
ASDF09	CONTRACT
ASDF10	DPCR HRD
ASDF11	IPCR HRD
ASDF12	ANNUAL TRAINING PLAN & BUDGET
ASDF13	TRAINING DESIGN



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ASDF14	TRAINEE ACTION PLAN
ASDF15	POST-TRAINING FEEDBACK FORM
ASDF16	CHECKLIST OF BASIC REQUIREMENTS
ASDF17	PDS FORM
ASDF18	BEHAVIORAL EVENTS INTERVIEW FORM
CSDPW01	COLLECTION AND DISCONNECTION
CSDPW02	FRONTLINE SERVICES
CSDPW03	INSPECTION AND INVESTIGATION
CSDPW04	METER READING AND BILL SERVING
CSDF01	ASSIGNMENT IMPLEMENTATION ORDER
CSDF02	DAILY ACCOMPLISHMENT REPORT
CSDF03	STATEMENT OF ACCOUNT
CSDF04	SENIOR CITIZEN DISCOUNT
CSDF05	PROMISSORY NOTE
CSDF06	NEW WATER SERVICE CONNECTION APPLICATION
CSDF07	AUTHORIZATION TO SUB CONNECT
CSDF08	FOLLOW-UP SLIP
CSDF09	ROUTE SLIP
CSDF10	TIPSTER INFORMATION SHEET
CSDF11	NOTICE OF ADJUSTED BILLING (NAB)
CSDF12	BILLING ADJUSTMENT MEMO (BAM)
CSDF13	DAILY METER READING REPORT
CSDF14	DAILY BILLING SUMMARY REPORT
CSDF15	REPORT OF DISCONNECTED WATER SERVICE CONNECTION
CSDF16	APPLICATION FOR RECONNECTION
CSDF17	APPLICATION FOR DISCONNECTION (REQUEST)
EEDPW01	CONSTRUCTION PROJECT IMPLEMENTATION
EEDPW02	WATER RESOURCE DEVELOPMENT
EEDF01	DAILY PROJECT MONITORING
EEDF02	WEEKLY STATUS REPORT
EEDF03	MONTHLY ACCOMPLISHMENT REPORT
EEDF04	PREPARATION OF PREPARATORY DOCUMENT
EEDF05	WATER PERMIT APPLICATION
EEDF06	ENVIRONMENTAL COMPLIANCE CERTIFICATE
FDPW01	ACCOUNTING
FDPW02	BUDGETING
FDPW03	COLLECTION
FDPW04	DISBURSEMENT
FDF01	JOURNAL ENTRY VOUCHER



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FDF02	CASH RECEIPTS & DEPOSIT JOURNAL
FDF03	CASH DISBURSEMENT JOURNAL
FDF04	CHECK DISBURSEMENT JOURNAL
FDF05	GENERAL JOURNAL, DECEMBER, 2016
FDF06	TRIAL BALANCE
FDF07	BALANCE SHEET
FDF08	STATEMENT OF INCOME
FDF09	STATEMENT OF CHANGES IN EQUITY
FDF10	CASH FLOW STATEMENT
FDF11	BUDGET UTILIZATION SLIP
FDF12	REGISTRY OF BUDGET UTILIZATION
FDF13	SUMMARY OF BUDGET & ACTUAL EXPENSES
FDF14	LOOSE BILL RECEIPT
FDF15	OFFICIAL RECEIPT
FDF16	DAILY CASH POSITION
FDF17	REPORT OF COLLECTIONS AND DEPOSITS
FDF18	CASH RECEIPTS AND DEPOSITS RECORD
FDF19	SUMMARY OF COLLECTION
FDF20	PAYROLL (PERMANENT & CASUAL)
FDF21	AUTHORITY TO DEBIT ACCOUNT TEMPLATE
FDF22	GSIS REMITTANCE FORM
FDF23	PHILHEALTH (PEPRL)
FDF24	HDMF REMITTANCE FORM
FDF25	REQUISITION SLIP
FDF26	PETTY CASH FUND VOUCHER AND PETTY CASH RECORD
FDF27	DISBURSEMENT VOUCHER
FDF28	CASH DISBURSEMENT RECORD
OGMPW01	DATA STORAGE AND BACK-UP
OGMPW02	HARDWARE SOFTWARE MAINTENANCE
OGMPW03	RECORD KEEPING
OGMPW04	SOFTWARE DEVELOPMENT
OGMPW05	PUBLIC RELATION AND EXTERNAL AFFAIR SECTION
OGMF01	REQUEST TO POST TO MNWD WEBSITE
OGMF02	DARMS LOG BOOK MAINTENANCE
OGMF03	LOGBOOK REPAIR
OGMF04	LOGBOOK ASSIST
OGMF05	ROUTE SLIP
OGMF06	DOCUMENTS REQUEST SLIP
OGMF07	REQUEST FOR DATA INFORMATION FORM

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OGMF08	WEB POSTING REQUEST FORM (REQUEST TO POST TO MNWD WEBSITE)
OGMF09	PRINT MEDIA REQUEST FORM
OGMF10	SERVICIO PUBLICO REQUEST FORM
OGMF11	SERVICIO PUBLICO (FOR RECEIVING COPY)
OGMF12	SERVICIO PUBLICO (FOR DISTRIBUTION COPY)
OGMF13	PROPOSAL FORMAT
OGMF14	LETTER FORMAT
PAMDPW01	IMPROVEMENT OF WATERLINES
PAMDPW02	LEAKAGE CONTROL
PAMDPW03	MAINTENANCE OF TRANSMISSION LINES
PAMDPW04	NON-REVENUE WATER MANAGEMENT DIVISION
PAMDPW05	WATER DISCONNECTION AND RESTORATION DIVISION
PAMDF01	COMPLAINT REPORT
PAMDF02	ASSIGNMENT IMPLEMENTATION ORDER
PAMDF03	VALVE INFORMATION SHEET
PAMDF04	DAILY ACCOMPLISHMENT REPORT
PAMDF05	REQUISITION AND ISSUE SLIP
PAMDF06	WEEKLY TRANSMISSION LINE INSPECTION SCHEDULE
PAMDF07	TIPSTER'S INFORMATION SHEET
PAMDF08	LEAK REPORT
PAMDF09	CUSTOMER FEEDBACK FORM
PAMDF10	WATER SERVICE CONNECTION TERMS AND CONDITION FORM
PAMDF11	APPLICATION FOR RECONNECTION FORM
PAMDF12	MEMORAN DUM RECEIPT FORM
PAMDF13	BILLING FOR MATERIALS FEES
PAMDF14	APPLICATION FOR RE-TAPPING FORM
PDPW01	WATER SUPPLY
PDPW02	WATER QUALITY MONITORING
PDPW03	WATER QUALITY ANALYSIS
PDF01	CHLORINE CONSUMPTION MONITORING LOG SHEET
PDF02	DAILY OPERATION LOG SHEET
PDF03	GENERATOR SET OPERATION MONITORING LOG SHEET
PDF04	BAR CHART OF ACTIVITIES
PDF05	REQUEST FOR PUBLIC ANNOUNCEMENT FORM
PDF06	DAILY PUMPING STATION STATUS REPORT
PDF07	REQUEST FOR WATER COLLECTION FORM
PDF08	REQUEST FOR WATER ANALYSIS