

	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-02-03
			Revision No.:	3
	Quality Procedure	Control of Records	Effectivity:	August 30, 2023
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1.0 PURPOSE:

This document aims to define and provide the controls needed in the use, maintenance, and disposal of records in order to: 1) maintain their integrity as evidences of transaction; 2) ensure their appropriate filing and storage to facilitate timely retrieval whenever needed, and; 3) ensure business continuity in ease of a disaster or calamity.

2.0 POLICY:

To ensure conformity to the requirements and effective operation of the PMDC's quality management system, it is the policy of the PMDC that pertinent records are established, organized, maintained, and properly disposed in accordance with the guidelines provided in the control of records. Further, this policy governs the management of PMDC's records, both physical and electronic. It describes how incoming and outgoing records are processed and details how records should be organized and stored, accessed, and captured into the Central Records System.

This procedure shall also refer to and implemented in accordance with PMDC's Records Management Policy and other regulatory bodies such as National Archives of the Philippines which may prescribe records filing, storage, and disposition, among others.

3.0 DEFINITION OF TERMS:

- 3.1 Active Record - records within the active retention period
- 3.2 Area Record Keepers (ARKs) - designated individuals responsible for capturing and managing the records received and produced by their respective departments
- 3.3 Central Records System - a system in which the files of several organization units are consolidated in one location
- 3.4 Confidential Records - unauthorized disclosure would be prejudicial to the interest or prestige of the PMDC/government and may cause administrative embarrassment or unwanted injury to honor & dignity of an individual
- 3.5 Disaster Preparedness - is a researched-based set of actions that are taken as precautionary measures in the face of potential disasters in order to avoid and mitigate negative outcomes
- 3.6 Inactive Records - records within the inactive retention period
- 3.7 Incoming Records - records which originated from entities external

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- 3.8 Outgoing Records - to PMDC, duly received and captured in the Central Records System
- 3.9 Record - records created by the different departments and captured in the Central Records System before transmission to external entities
- 3.10. Records Management Improvement Committee (RMIC) - evidence of performing a process or activity or an output of a process; information that is created, received, and maintained as evidence by PMDC in the transaction of its day-to-day business or pursuit of legal obligations.
- 3.11 Records Custodian - advisory body on the development/improvement of PMDC's records management and corresponding activities
- 3.12 Records Matrix - identified individuals from each unit held responsible for the maintenance, filing and safekeeping of records, as indicated in the Records Matrix
- 3.13 Retention Period - list of records with their corresponding title, custodian, originator/author, and retention period
- 3.13 Retention Period - the period for which records are kept by an organization prior to disposition

4.0 SCOPE:

- 4.1 This procedure applies to all records which are indicated in the Records Matrix.
- 4.2 This procedure also covers the handling of externally generated data in line with the execution of operating instructions as well as those data provided by client/customers.
- 4.3 This procedure shall also cover all PMDC employees and all existing and future PMDC records.

5.0 RESPONSIBILITIES:

- 5.1 Records Management Improvement Committee – a) provide oversight on the management of PMDC's records in all phases of its life cycle; b) establish a sound Records Management Program; c) review and implement existing policies and guidelines on records disposition; d) formulate policies for records disaster recovery plan
- 5.2 Designated Officers – ensure that the data and information provided are sufficient, as required in the relevant document or form.
- 5.3 Records Officer – a) oversee the general records management of the company by ensuring that the procedure is communicated throughout the company and strictly followed by all employees; b) ensures that the procedure is continually reviewed and kept updated in

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accordance with new and applicable practices to records management. He/she shall also be c) custodian of Critical Records such as blueprints, contracts, Terms of Reference of Projects, Joint Operating Agreements, Memorandum of Agreements, and the like. d) serves as PMDC's Document Controller/Custodian.

5.4 Records Custodian – refers to identified individuals from each unit held responsible for the maintenance, filing and safekeeping of records, as indicated in the Records Matrix. Each Project Manager shall also serve as Records Custodian for the particular project/s he/she handles.

5.5 Area Record Keepers (ARK) – All departments shall have a corresponding Area Record Keeper (ARK) designated by his/her Department Manager. For the Office of the Vice President and Office of the President, shall be their respective secretaries. ARKs shall be responsible for capturing or recording the records entering and produced by their respective departments.

6.0 PROCEDURE DETAILS:

Ref. No.	Key Activities	Responsibilities
6.1	General Procedure	RMIC/Records Officer
6.2	Collection and Identification	Records Custodian
6.3	Review and/or approval of records, as appropriate	Concerned designated officer
6.4	Records Management Flow	Records Officer and/or records custodian
6.5	Organization, Storage and Protection	Records Custodian / ARK
6.6	Retrieval and Maintenance	Records Custodian / ARK
6.7	Retention and disposition of records	Records Custodian / ARK

6.1 General Procedure

6.1.1 Records are legible, identifiable and easily retrievable.

6.1.2 Records can be in the form of any type of media such as physical, scanned, direct electronic entry, and indexing/directory.

6.1.3 Information on records can be labelled as classified and unclassified. Classified information can be categorized as top secret, secret, confidential, and restricted.

6.1.4 If necessary, records are reviewed and for approval prior to use.

6.2 Collection and Identification

6.2.1 Records are identifiable through any combination of the following information, as appropriate:

- a. Title of Record
- b. Date(s)

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- c. Name of Signatory (ies)
- d. Name of Recipient/Sender
- e. Document Code
- f. Revision Status
- g. Reference Document
- h. Control Number
- i. Subject Matter

6.2.2 Records are collected upon availability from their source, for appropriate filing by the Records Custodian or concerned process owner. Only marking pens are used on records. Pencil markings are avoided and may be considered unofficial.

6.2.3 In case of erasure or correction, the corrected data bears the initial of the person who corrected it.

For example: 6312 7564 ADK

6.3 Review and Approval of Records

6.3.1 Some records require the signature of authorized individuals. The reviewer ensures that said records are legible and contain sufficient information as basis for its endorsement or approval. Hence, some records without the signature of approving authorities may be treated “unofficial”.

6.4 Records Management Flow

All incoming and outgoing records of PMDC shall be processed by the Records Unit prior to submission to the concerned department for incoming records, and before dispatch to external entities for outgoing records.

6.4.1 Incoming Records

Incoming records are records which originated from an entity outside of PMDC. These records include correspondences, memoranda, billings, report, and other printed or non-print materials such as Incoming Emails.

Concurrently, records from the Company’s satellite offices (e.g. Davao Office, Depot Office) shall not be considered as incoming records unless they are incoming communications, memos, reports and the like, which are addressed to or should be handled by the Main Office. Instead, records shall be logged in the **PMDC Main and Davao Office Correspondence** in *Google Sheets*.

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Emails received by email addresses other than info@pmdc.com.ph especially those “official” in nature such as, but not limited to, emails with attached letters or memos, proposal letters, and directives from regulatory bodies, shall be printed and submitted to the Records Unit for processing. For other emails, it is the recipient’s discretion how he/she should handle the email. However, he/she shall be responsible for unlogged official records that he/she received.

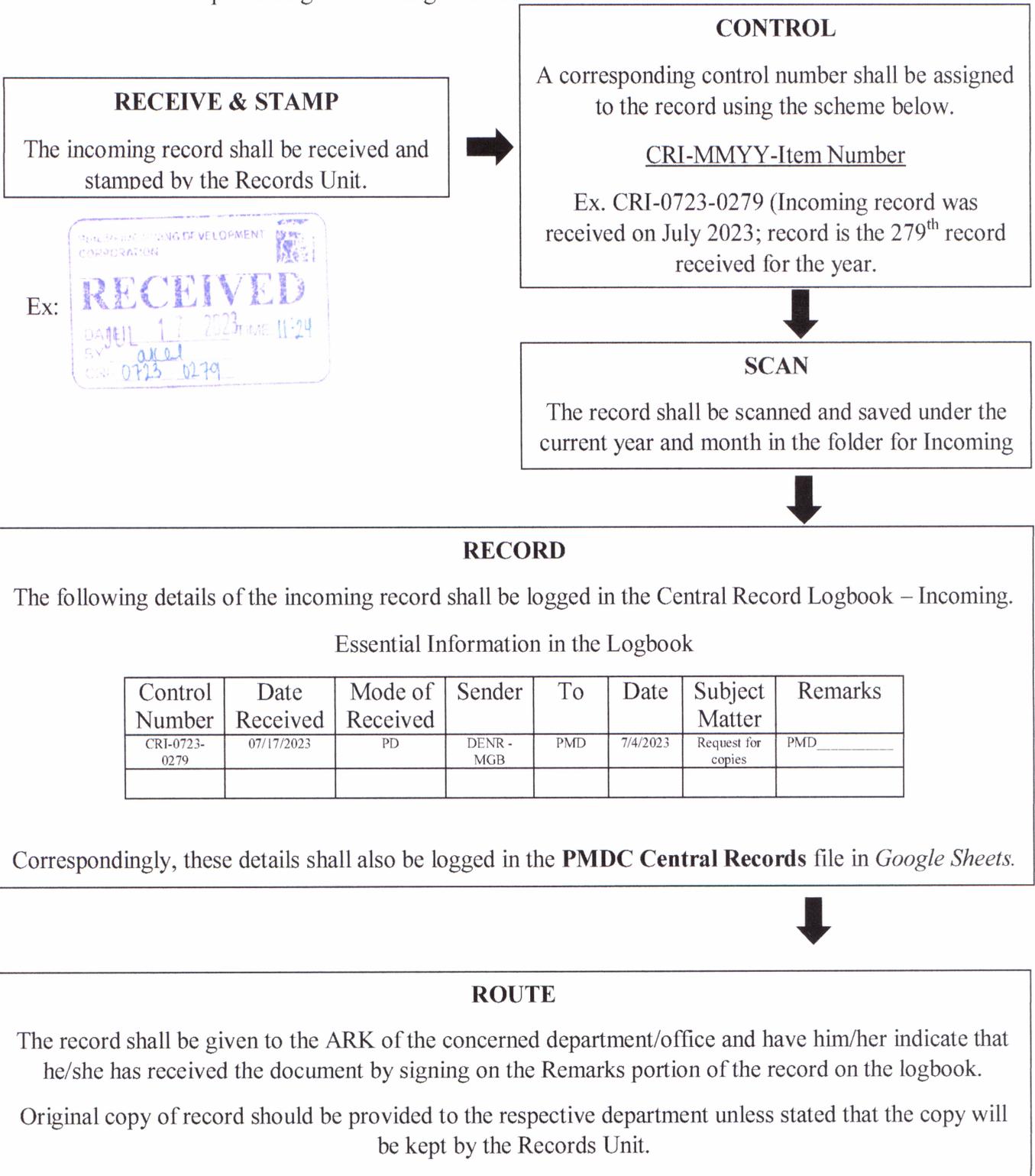
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The processing of Incoming Records shall be as follows:



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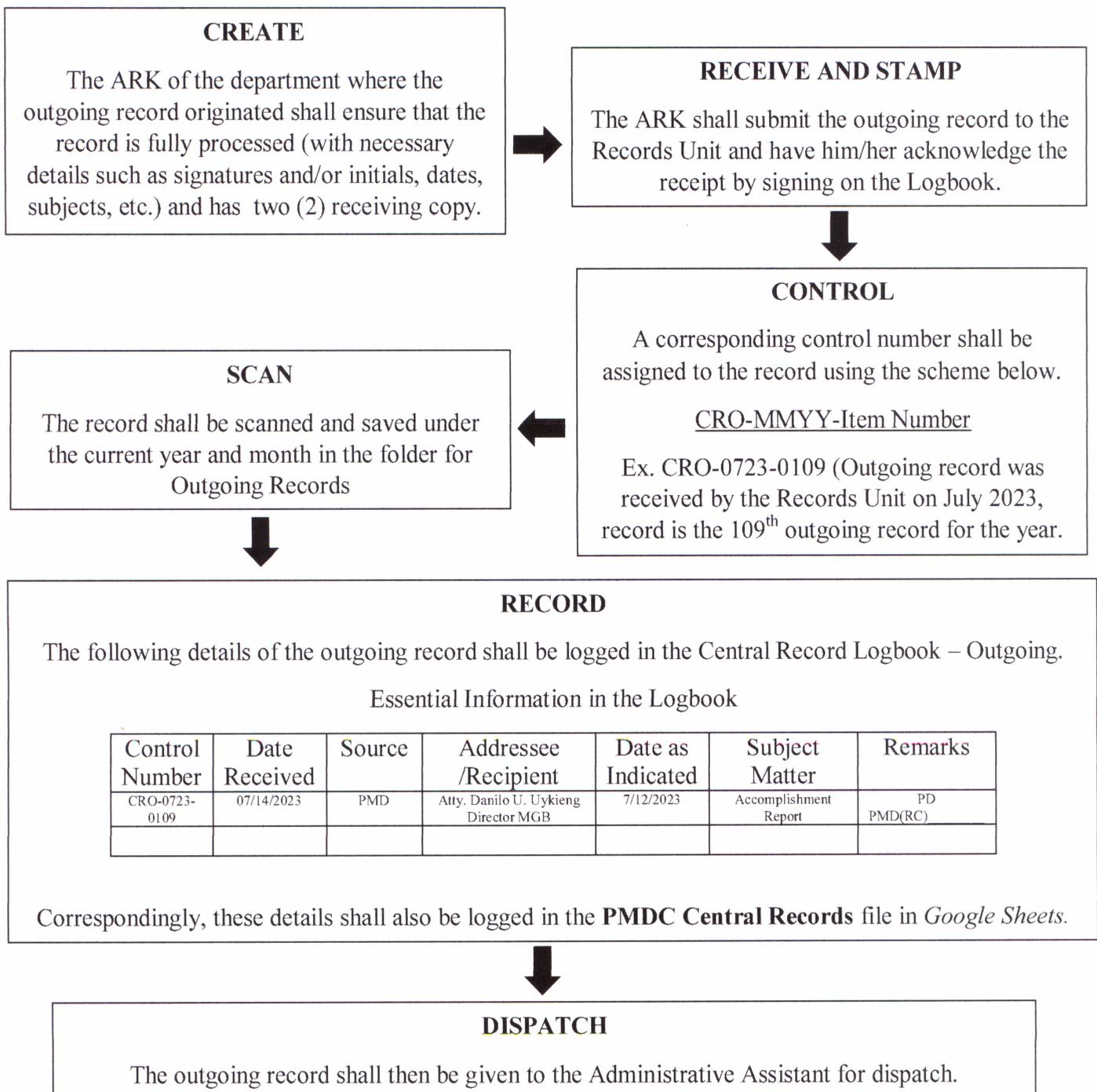
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6.4.2 Outgoing Records

Outgoing Records are records created by PMDC to be distributed to external entities. These records include correspondences, memoranda, and reports, among others.

The processing of Outgoing Records shall be as follows:



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6.4.3 Inter-department Distribution of Records

For records that need to be transferred to different department/offices, the Area Record Keeper of the originating department, or Records Unit in the case of Incoming Records, needs to ensure that the records to be transferred are captured/logged in their Department's Records Logbook. Also, upon transfer, he/she must ensure that the Area Record Keeper or any employee of the receiving department who is available to receive the record signs on the logbook, indicating the date of receipt, to signify that the record has been received by the department.

Furthermore, aside from the records transferred to other department/offices, Area Record Keepers must also log the details of ALL the records they receive to ensure that their records are accounted for and can be easily tracked and retrieved. They must ensure that the place or the person in possession of the record is included in the log.

6.4.4 Confidential Records

Confidential Records are records which may only be accessed by its intended recipients. These records need not be scanned but shall be processed as an Incoming/Outgoing Record and shall have a subject matter of *CONFIDENTIAL*. The intended recipient or originating department shall be responsible for the safekeeping of their respective confidential records.

Emails which are confidential in nature shall not be logged in the PMDC Central Records file. However, they may not be deleted from the email address of the recipient for audit and safekeeping purposes.

6.5 Organization, Storage, and Protection

6.5.1 All employees are responsible for the filing, organization and safekeeping of the records under their custodianship. All records shall be organized and filed according to PMDC's filing system in order to facilitate the easy retrieval and preservation of records.

Records shall be filed according to the Functional Subject-Alphabetic Classification System (FSACS), wherein the function of the agency is the main classification, followed by the list of all subject topics pertaining to each function as sub classification and sub-sub classification if applicable. Records shall also be filed chronologically as it is created and monitored on a daily basis. The filing of electronic records should also follow the filing scheme of physical records.

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Example:	
Records	Main classification
Central Record Scans	Sub classification
Incoming	Sub-sub classification
2023	Sub-sub-sub classification
January/Jan	Chronological
February/Feb	
March/Mar	
Outgoing	Sub-sub classification
2023	Sub-sub-sub classification
January/Jan	Chronological
February/Feb	
March/Mar	

Example:	
Records	Main classification
Office Order and Memorandum	Sub classification
Office Order	Sub-sub classification
2023	Sub-sub-sub classification
January/Jan	Chronological
February/Feb	
March/Mar	
Memorandum	Sub-sub classification
2023	Sub-sub-sub classification
HRAD	Chronological
OP	
Davao	

Example:	
PMD	Main classification
PMDC Projects	Sub classification
DMRA	Sub-sub classification
Dinagat Parcel 1	Sub-sub-sub classification
Accomplishment Report	Sub-sub-sub-sub classification
2023	Chronological
2022	
Correspondences/Communication	Sub-sub-sub-sub classification
2023	Chronological
Joint Operating Agreement/s	Sub-sub-sub-sub classification
Dinagat Parcel 2A	Sub-sub-sub classification

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6.5.2 All records must be stored in labelled storage areas such as, but not limited to, folders, arch files, data folders, and cabinet/drawers. Permanent physical records which, according to the File Plan, have reached its retention period shall be transferred to PMDC's warehouse.

6.5.3 Records in digital format, whether born digital or scanned, shall be considered permanent. It shall be regularly backed-up by the Records Unit through diverse media (i.e. Compact Discs, External hard drive) and transferred to the PMDC's Safety Deposit Box for safekeeping.

All employees shall also submit all their electronic vital records bi-annually to the Records Unit for backing up and transfer to the Safety Deposit Box.

6.6 Retrieval and Maintenance

6.6.1 Records, borrowed by other departments or work units are traced using logbooks or log sheets.

6.6.2 A Record Matrix is maintained indicating information, such as: Record Title, Custodian, Originator/Author, Period Covered, Location, Record Format, and Retention Period for easier tracking and retrieving of records.

6.6.3 To safeguard the release of electronic and hard copy of documents, a representative from each department shall be assigned to request for documents from the Records Unit and will be using the File Request Form (See Annex A).

6.6.4 In order to lessen and reduce paper clutter, records shall be allowed to have one (1) extra copy for quick reference.

6.7 Retention and Disposition of Records

6.7.1 Maintenance and disposal of records are done in accordance with the Record Matrix (See Annex B).

6.7.2 The Record Matrix prescribes the retention period of the records which is derived from the submitted File Plan of each department.

6.7.3 Records which have exceeded their retention periods shall be subject to disposition and shall be processed by their Records Custodian/s.

6.7.4 Each department shall annually submit their updated File Plans to the Records Unit for collation and submission to the National Archives of the Philippines. The File Plan shall describe the retention period of records and shall dictate which of them should be disposed or archived.

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6.7.5 Records which have exceeded their activity and inactivity periods and are subject for disposal shall be logged and written in memorandum format by the Records Custodian of the originating department to be submitted to the Records Unit.

6.7.6 Permanent records which have exceeded their activity and inactivity periods may be stored in the PMDC's warehouse upon prescription of the Records Custodian and approval of his/her department's manager and Records Management Improvement Committee.

6.7.7 For easier safekeeping, permanent records may be converted to electronic files, except for records that require original copy bearing authentic signatures. Upon advised by the Records Custodian, conversion to electronic files shall be processed by the Records Unit.

7.0 DISASTER PREPAREDNESS:

7.1 Preparation

7.1.1 Ensure that PMDC's records systems are effective, efficient, accountable and transparent by establishing the Quality Procedure on Records.

7.1.2 Protect paper records by always storing them in boxes or cabinets in cool, dry, and secure locations.

7.1.3 Protect electronic records by establishing and following appropriate quarterly backup and storage procedures through Safety Deposit Box.

7.1.4 Inspect records storage areas regularly to ensure they are secure, safe and free from any sign of deterioration, infestation, or damage.

7.1.5 Establish clear procedures for protecting vital records, so that all records are well protected and accessible as needed in the event of an emergency.

7.1.6 All personnel should be aware of and trained in emergency response procedures.

7.1.7 Develop and implement a formal disaster recovery plan, including measures for prevention, recovery, and post-incident reviews. Review the plan regularly and update it to reflect any major office changes.

7.2 Recovery

7.2.1 Actions to save or salvage records should begin as soon as possible after a building official, fire marshal, building security, or safety officer determines the building is stable and they have given their approval to enter the building.

7.2.2 Bring the disaster response team and confirm and prioritize recovery operations according to the disaster recovery plan.

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7.2.3 As appropriate, arrange to salvage any non-vital records or clean up records systems or storage areas.

7.2.4 Once the disaster is over and the office is back to normal, review the plan and make changes for improvement.

8.0 Records Matrix

	Record Type	Custodian	Origin/Author	Record Format	Retention Period
1	Certificate of Analysis	Project Manager	MGB CO, Private Laboratory	Printed & Electronic	5 years
2	Declaration of Mining Project Feasibility Study	Project Manager	Partner/Operator	Printed	5 years
3	Environmental Compliance Certificate (ECC)	Project Manager	MGB	Printed & Electronic	Permanent
4	Environmental Impact Statement (EIS)	Project Manager	Partner/Operator	Printed & Electronic	5 years
5	Exploration Work Program (ExWP)	Project Manager	Partner/Operator	Printed & Electronic	5 years
6	Final Exploration Report	Project Manager	Partner/Operator	Printed & Electronic	5 years
7	Mineral Ore Export Permit (MOEP)	Project Manager	MGB	Printed & Electronic	5 years
8	Ore Transport Permit (OTP)	Project Manager	MGB	Printed & Electronic	5 years
9	Order of Payment	Project Manager	MGB	Printed & Electronic	Permanent
10	Correspondences	Project Manager	Partner/Operator	Printed & Electronic	5 years
11	Correspondences (PMDC)	Project Manager	PMDC	Printed & Electronic	5 years
12	Official Receipt	FAD	LGU, Partner/Operator	Printed	Permanent

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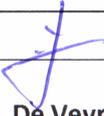
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13	Official Receipt (PMDC)	FAD	PMDC - FAD	Printed	Permanent
14	Environmental Work Program (EWP)	Project Manager	Partner/Operator	Printed & Electronic	5 years
15	Community Development Program (CDP)	Project Manager	Partner/Operator	Printed & Electronic	5 years
16	Certification on Conduct of IEC	Project Manager	LGU	Printed & Electronic	Permanent
17	Attendance on IEC Activity	Project Manager	IEC Participants	Printed	Permanent
18	Memoranda	Project Manager	PMDC	Printed & Electronic	Permanent
19	Post-Visit Reports	Project Manager	PMDC	Printed & Electronic	5 years
20	Project Monitoring Report	Project Manager	Field Coordinator	Printed & Electronic	Permanent
21	Minutes of Meetings	Project Manager	PMDC, Partner/Operator	Printed & Electronic	5 years
22	Requirements for filing of DMPF	Project Manager	Partner/Operator	Printed & Electronic	5 years
23	Annual Reports	Project Manager	Partner/Operator	Printed & Electronic	5 years
24	Quarterly Reports	Project Manager	Partner/Operator	Printed & Electronic	5 years
25	Annual Presentation	Project Manager	Partner/Operator	Printed	5 years
26	Action Item/s	Project Manager	Partner/Operator	Printed	5 years
27	Reports on Shipment Operations	Project Manager	Partner/Operator	Printed	5 years
28	Reference Price Index	Project Manager	PMDC - PMPC	Printed	5 years
29	Shipment Documents	Project Manager	Partner/Operator	Printed & Electronic	5 years

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	Record Type	Custodian	Origin/Author	Record Format	Retention Period
30	Production Report	Project Manager	Partner/Operator	Printed	5 years
31	Sales Invoice/Sales Agreement	Project Manager	Partner/Operator	Printed	5 years
32	Draft Survey Report	Project Manager	Partner/Operator	Printed & Electronic	5 years
33	Chiefmate's Report	Project Manager	Partner/Operator	Printed	5 years
34	BSP Assay Report	Project Manager	Partner/Operator	Printed	5 years
35	Verification of Shipment	Project Manager	MGB	Printed	5 years
36	Billing Statement	FAD	PMDC - FAD	Printed	10 years
37	Post-Collection Report	FAD	PMDC - FAD	Printed & Electronic	10 years
38	Document Feedback Form	DCC	PMDC-DCC	Printed & Electronic	Permanent
39	External Document Distribution Master List	DCC	PMDC-DCC	Printed & Electronic	Permanent
40	Document Distribution List	DCC	PMDC-DCC	Printed & Electronic	Permanent
41	Document Master List	DCC	PMDC-DCC	Printed & Electronic	Permanent
42	Revision History Page	DCC	PMDC-DCC	Printed & Electronic	Permanent
43	Request for Action Form	IQA Team Leader	PMDC	Printed	Permanent
44	Audit Checklist	IQA Team Leader	PMDC IQA	Printed	Permanent
45	Audit Programme	IQA Team Leader	PMDC IQA	Printed	Permanent
46	Audit Plan	IQA Team Leader	PMDC IQA	Printed	Permanent

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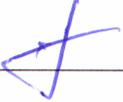
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	Record Type	Custodian	Origin/Author	Record Format	Retention Period
47	Customer Feedback Form	DCC	Partner/Operator	Printed & Electronic	5 years
48	Template for Informing Customer of the QMS and Gathering Customer Feedback	DCC	PMDC – PMD	Printed & Electronic	5 years
49	Interview Sheet (Internal Hiring)	HR Manager	PMDC – HRAD	Printed	Permanent
50	Interview Sheet (for VP and President)	HR Manager	PMDC – HRAD	Printed	Permanent
51	Notice of Personnel Action	HR Manager	PMDC – HRAD	Printed	Permanent
52	Interview Letter	HR Manager	PMDC – HRAD	Printed	Permanent
53	Interview Sheet for External Hiring (for HR and Hiring Manager)	HR Manager	PMDC – HRAD	Printed	Permanent
54	Background Reference Form	HR Manager	PMDC – HRAD	Printed	Permanent
55	Pre-Employment Checklist	HR Manager	PMDC – HRAD	Printed	Permanent
56	Job Offer Sheet (Form 8)	HR Manager	PMDC – HRAD	Printed	Permanent
57	Annex 1: Regrets Letter (Non Qualified after the Interview)	HR Manager	PMDC – HRAD	Printed	1 year
58	Interview Letter (for External Hiring)	HR Manager	PMDC – HRAD	Printed	Permanent
59	Job Offer Sheet (Form 8-A)	HR Manager	PMDC – HRAD	Printed	Permanent
60	Introduction of PMDC/Project to LGU	Project Manager	PMDC – PMD	Printed & Electronic	5 years
61	JOA Registration with MGB	Project Manager	PMDC – PMD	Printed & Electronic	5 years
62	Endorsement to MGB for the Issuance of Order of Payment (Occupation Fee)	Project Manager	PMDC – PMD	Printed & Electronic	5 years

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63	Reminder to submit proof of payment of occupation fee	Project Manager	PMDC – PMD	Printed & Electronic	5 years
64	Reminder to submit mandatory reports (ExWP, EnWP, CDP)	Project Manager	PMDC – PMD	Printed & Electronic	5 years
65	Evaluation Report	Project Manager	PMDC – PMD	Printed & Electronic	Permanent
66	Findings/Recommendation on Partner/Operators' submitted reports	Project Manager	PMDC – PMD	Printed & Electronic	5 years
67	Advisory on submission of reports to MGB	Project Manager	PMDC – PMD	Printed & Electronic	5 years
68	Reminder to submit revised mandatory reports (ExWP, EnWP, CDP)	Project Manager	PMDC – PMD	Printed & Electronic	5 years
69	Endorsement to MGB RO	Project Manager	PMDC – PMD	Printed & Electronic	5 years
70	Coordination with Partner/Operator re: Conduct of IEC/PMDC Introduction to the Community	Project Manager	PMDC – PMD	Printed & Electronic	5 years
71	Reminder to the Partner/Operator to submit 1st, 2nd, and 3rd quarter reports	Project Manager	PMDC – PMD	Printed & Electronic	5 years
72	Reminder to the Partner/Operator to submit 4th quarter and annual reports	Project Manager	PMDC – PMD	Printed & Electronic	5 years
73	Communicate to the Partner/Operator the action item/s based on the Minutes of the Meeting	Project Manager	PMDC – PMD	Printed & Electronic	5 years

Approved by:  Jaime T. De Veyra Vice President, Corporate Services	Date: AUG 23 2023	PMDC UNCONTROLLED COPY
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	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-02-03
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	Record Type	Custodian	Origin/Author	Record Format	Retention Period
74	Reminder to the Partner/Operator to submit EIS	Project Manager	PMDC – PMD	Printed & Electronic	5 years
75	Reminder to the operator to submit the requirements for the filing of DMPF	Project Manager	PMDC – PMD	Printed & Electronic	5 years
76	Endorsement of the Partner/Operator for the filing of DMPF to the MGB RO	Project Manager	PMDC – PMD	Printed & Electronic	5 years
77	Reminder to the Partner/Operator to submit a copy of each MGB approved OTP and MOEP	Project Manager	PMDC – PMD	Printed & Electronic	5 years
78	Registration of the Joint Operating Agreement (JOA)	Project Manager	PMDC – PMD	Printed & Electronic	Permanent
79	Payment of 2nd Commitment Fee	Project Manager	PMDC – PMD	Printed & Electronic	5 years
80	Renewal of Performance Bond	Project Manager	PMDC – PMD	Printed & Electronic	5 years
81	IEC Presentation Highlights	Project Manager	PMDC – PMD	Printed	5 years
82	Project Monitoring Journal	Project Manager	PMDC – PMD	Printed & Electronic	Permanent
83	Reminder to the Partner/Operator to submit a copy of their MGB registered JOA	Project Manager	PMDC – PMD	Printed & Electronic	5 years
84	Purchase Requisition Form	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
85	Work Order Requisition Form	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
86	Work Order Form	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent

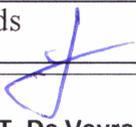
Approved by: 
Jaime T. De Veyra
Vice President, Corporate Services

Date: AUG 13 2023

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	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-02-03
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	Record Type	Custodian	Origin/Author	Record Format	Retention Period
87	Abstract of Canvass Form	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
88	Purchase Order Form (+50K)	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
89	Purchase Order Form (-50K)	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
90	Purchase Order Form (-5000)	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
91	Receiving Report Form	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
92	Request for Quotation Form	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
93	Evaluation and Acceptance Summary Form	Procurement Officer/Specialist	PMDC – HRAD	Printed	Permanent
94	Specifications	BAC Secretariat	PMDC	Printed	Permanent
95	BAC Resolution	BAC Secretariat	PMDC-BAC	Printed	Permanent
96	Terms of Reference (Bidding)	BAC Secretariat	PMDC-BAC	Printed	Permanent
97	BAC Meeting Minutes	BAC Secretariat	PMDC-BAC	Printed	Permanent
98	Suppliers' Contracts	BAC Secretariat	PMDC-BAC, Suppliers	Printed & Electronic	Permanent
99	Notice to Proceed	BAC Secretariat	PMDC-BAC	Printed & Electronic	Permanent
100	Performance Bond	BAC Secretariat	Suppliers	Printed	Permanent
101	Bid Documents	BAC Secretariat	PMDC-BAC		Permanent
102	Minutes of Pre-bid conference	BAC Secretariat	PMDC-BAC	Printed	Permanent
103	Bid Bulletin	BAC Secretariat	PMDC-BAC	Printed	Permanent
104	Minutes of Bid Submission and Bid Opening	BAC Secretariat	PMDC-BAC	Printed	Permanent
105	Abstract of Bids	BAC Secretariat	PMDC-BAC	Printed	Permanent

Approved by:

Jaime T. De Veyra
 Vice President, Corporate Services

Date:

AUG 23 2023

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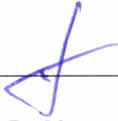
	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-02-03
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	Record Type	Custodian	Origin/Author	Record Format	Retention Period
106	Memo issued by BAC TWG	BAC Secretariat	PMDC-BAC	Printed	Permanent
107	Notice of Award	BAC Secretariat	PMDC-BAC	Printed & Electronic	Permanent

9.0 REFERENCES

9.1 PMDC Records Management Policy

9.2 NAP General Circular No. 1 & 2 of January 20, 2009

Approved by:  <u>Jaime T. De Veyra</u> Vice President, Corporate Services	Date: AUG 23 2023	PMDC UNCONTROLLED COPY
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