

	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-17-00
			Revision No.:	1
Quality Procedure	Document Review	Effectivity:	June 30, 2025	
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PROCEDURE FOR DOCUMENT REVIEW

1.0 PURPOSE

This written document is intended to provide procedures for the proper endorsement of documents that require legal review from the Legal Department, including the latter's estimated timeline for the output of its reviewed document.

2.0 POLICY

It is PMDC's policy that documents requiring legal intervention before being perfected must have prior review by the Legal Department through a proper endorsement of the requesting party.

3.0 SCOPE

This procedure outlines the steps and activities undertaken in the endorsement, review, and the recommended revised provision(s) of the document that require the Department's legal intervention.

4.0 DEFINITIONS

1) Department refers to the Legal Department consisting of the Legal Manager and its subordinates who are competent members of the Bar.

2) Requesting party refers to Department Heads or any of its authorized representatives and committee heads or any of its authorized representatives.

3) Document refers to contracts such as but not limited to Joint Operating Agreements, Memorandum of Agreements, Financial Service Provider Agreements, and other contracts that creates rights, obligations, and liabilities, which include Philippine Mining Development Corporation as a party; policy or guidelines; Affidavits, Waivers, Certificates or other similar document.

4) Revision refers to the provision(s) of the document, in whole or in part, which has been altered, changed, intercalated, or modified.

5.0 RESPONSIBILITY

1) Legal Assistant – Shall be the one responsible for determining whether the endorsement form filled out by the requesting party for document review complied with the prescribed form for endorsement, recording the request in the logbook for purposes of tracking the status of the request, and shall be the one responsible for releasing the reviewed document.

2) Legal Officer – Shall be responsible in proposing any changes, revise, and/or amend, in whole or in part, the provisions of the document, or may recommend any actions pertaining to the reviewed document if it is for justifiable reasons.

Approved by: 
Mary Ann P. Zarcilla
 OIC-VP for Corporate Services

Date: _____

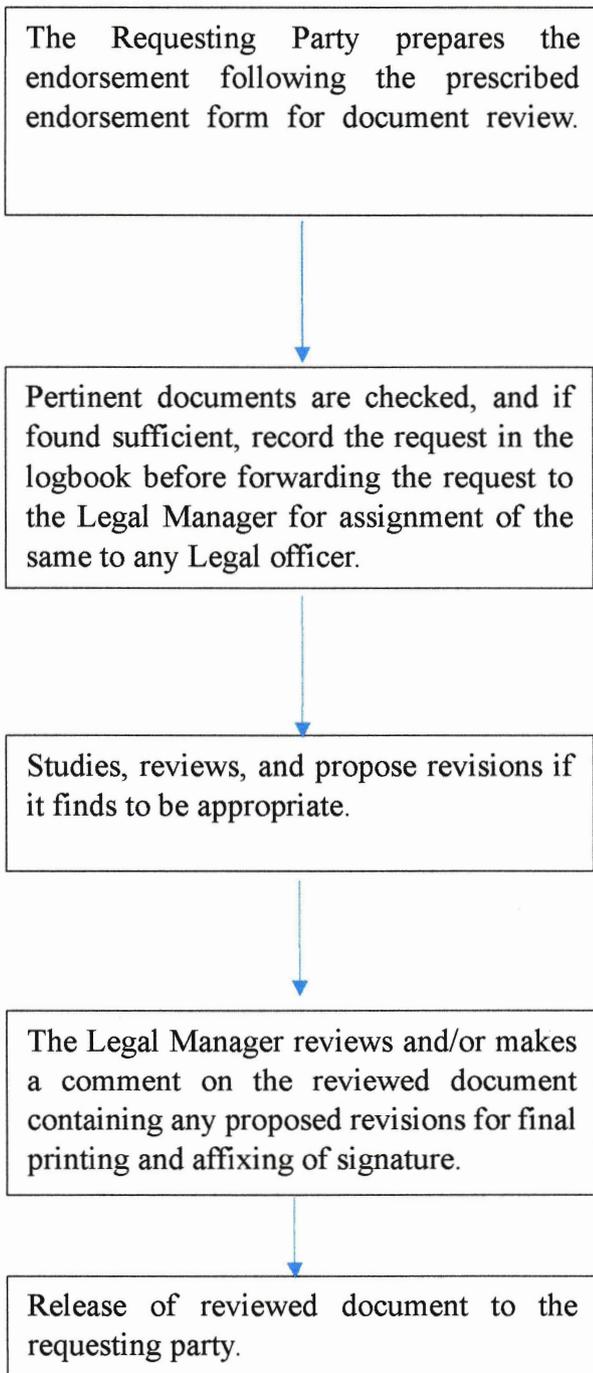
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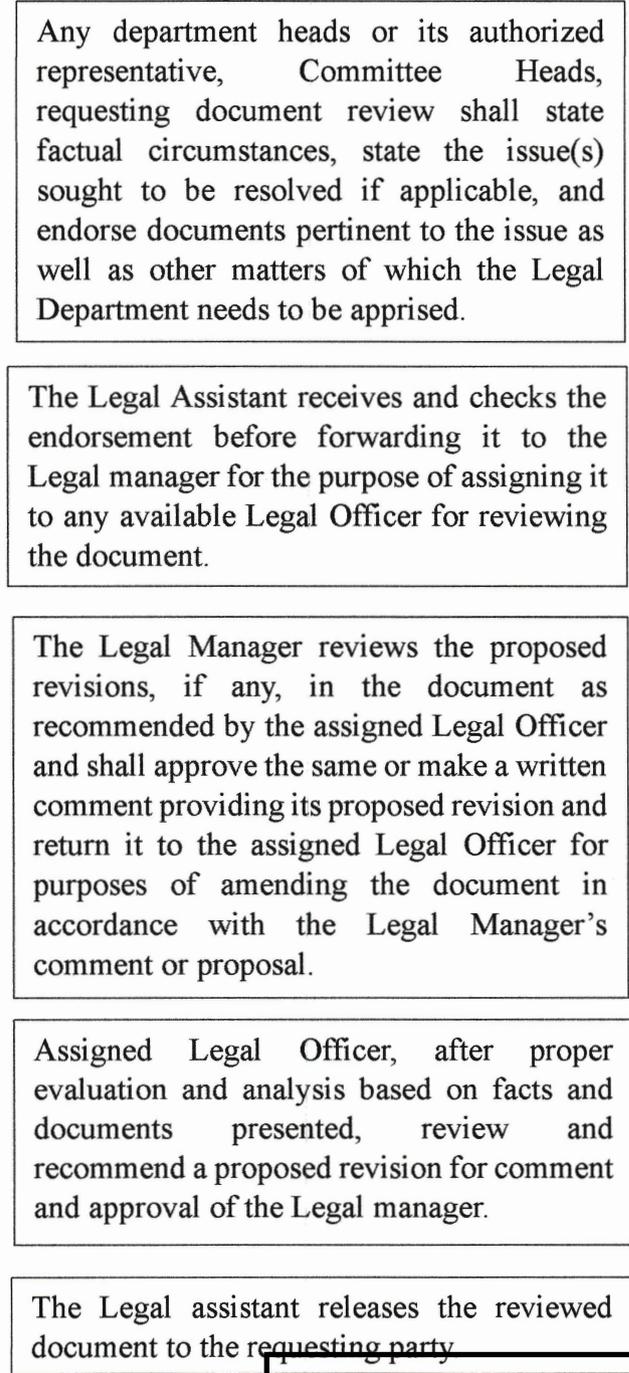
- 3) **Legal Manager** – Shall be responsible for assigning document for review to any Legal Officer and will be responsible for the approval or comment of any actions undertaken by the Legal Officer pertaining to the proposed changes, revisions, or recommended actions on the reviewed document.

6.0 PROCESS FLOW

PROCESS



PERSON RESPONSIBLE/NOTES



Approved by:


Mary Ann P. Zarcilla

OIC-VP for Corporate Services

Date:

JUN 18 2025

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