 Tarlac State University

Quality Management Unit

**Document Request Form**

Reference No.: Date:

Client:

Office/Unit/College/Visitor:

Email Address *(for soft copy):*

Tel/Mobile No:

Type of Document(s) Requested:

Controlled Copy

Uncontrolled Copy.

Hard Copy

Soft Copy

Document(s) Requested *(include the number of copies)*:

Purpose(s):

Prepared by: Noted by:

Client/Requestor/Visitor Immediate Supervisor

Action taken: *(to be filled up by QMU)*

Prepared by:

QMU Staff/DCO

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