



PHILIPPINE NATIONAL OIL COMPANY
Fort Bonifacio, Taguig City

RECORDS FOR ARCHIVING
QMS-04F2 Rev.0

Section/ Unit		Box Number
Record Owner	Retention time	
Record title/ numbers		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
Instructions for disposal		
Turned over by:		Received by:
<u>(Signature over Printed Name)</u>		<u>(Signature over Printed Name)</u>
Designation		Designation
Date:		Date: