1. **Revision History**

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| --- | --- | --- | --- | --- | --- |
| **Revision No.** | **Nature of Change** | **Effective Date** | **Author** | **Reviewed** | **Approved** |
| *00* | *Initial Issue* | *August 30, 2022* | *M.N. BANTING* | *DR. N.B. CORPUZ* | *DR. A.E. VELASCO* |
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1. **Reference Policies/ Standards/ Interfaces and Retained Documented Information**
2. **Purpose**
3. **Scope**
4. **Acronyms/ Terms and Definitions**
5. **Acronyms**
6. **Terms and Definitions**

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1. **Procedure Details**

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| **Steps** | **Activities** | **Responsible** | **Resources Needed** |
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| **Prepared by:** | **Reviewed by:** | **Approved by:** |
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