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REPORT REFERENCE RECORD (PREPARED REPORTS)

REPORT TITLE		RCS NO.	
HOW PREPARED <input type="checkbox"/> MANUAL <input type="checkbox"/> MACHINE	FORMNOJFORMAT	FREQUENCY	DUE DATE
DIRECTIVES REQUIRING SUBMISSION OF THE REPORT			
LIST SUBORDINATE ACTIVITIES THAT PROVIDE INFO TO ASSIST YOU IN PREPARING REPORT			
ACTIVITY THAT RECEIVES REPORT			
ORIGINAL:			
VIA-			
COPIES:			
SIGNATURE (Person having cognizance)	CODE	DATE	PHONE NO.
REMARKS AND ANALYST'S NOTES			

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