



**Retention Period Matrix**  
**PHILIPPINE SPORTS COMMISSION**  
**(PSC)-SOP/QP-02 F01**

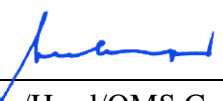
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Document Title	Retention Period		Originator / Process Owner
	Maintenance	Archiving	
GAA	1	2	Budget Division
SARO	1	2	Budget Division
SAOB	1	2	Budget Division
BUR/ORS	1	2	Budget Division
Work and Financial Plan	1	2	Budget Division
Job Orders	1	1	Legal Office
Purchase Orders	1	3	Procurement Office
Purchase Request	1	1	Property Office
Action Slip	1	1	Management Service Division
Trip Ticket	1	1	Motorpool Unit

Prepared by:

  
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 Document Controller / Date

Noted by:

  
 \_\_\_\_\_  
 QMS Leader/Head/QMS Core Team / Date