



Document  
Code No.

**FM-MS  
U-IIT-C  
DI-005**

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### DOCUMENT CHANGE REQUEST (DCR)

Department/Office : \_\_\_\_\_ DCR No.: \_\_\_\_\_  
Date filed : \_\_\_\_\_

Type of Request	<input type="checkbox"/> New Document <input type="checkbox"/> Document Revision <input type="checkbox"/> Document Nullification <input type="checkbox"/> Document Correction <input type="checkbox"/> Others _____
Type of Document	<input type="checkbox"/> MSP <input type="checkbox"/> Systems Control Procedure <input type="checkbox"/> Documented Procedures Manual <input type="checkbox"/> Form <input type="checkbox"/> Others _____
Justification of change	<input type="checkbox"/> New Document <input type="checkbox"/> Typing Error <input type="checkbox"/> Process change <input type="checkbox"/> New Responsibility <input type="checkbox"/> Change Form <input type="checkbox"/> Add reference <input type="checkbox"/> Others _____
Document Code Number and Title:	
Revision Status: From: _____ To: _____	

#### DESCRIPTION OF DOCUMENT CHANGE

From Existing	To (Proposed)
Request Result: _____ Approved      _____ Denied      _____ Revised Reasons for Denial: _____	
Prepared by (Process Owner):	Date:



**MINDANAO STATE UNIVERSITY  
ILIGAN INSTITUTE OF TECHNOLOGY**

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Reviewed by (QMC):	Date:
Approved by (Institute Chancellor):	Date: