

MOVIE AND TELEVISION REVIEW AND CLASSIFICATION BOARD
MASTERLIST OF FORMS
(Internal Forms)
As of December 1, 2016

FORM NAME	FORM NO.	INITIAL ISSUE DATE	REVISION DATE				
			1	2	3	4	5
AREA: QUALITY MANAGEMENT SYSTEM COMMITTEE							
Document Change Request	F-QMS-001	12/1/16					
Document Change Request Register	F-QMS-002	12/1/16					
Document Control Log	F-QMS-003	12/1/16					
Internal Quality Audit Schedule	F-QMS-004	12/1/16					
Internal Quality Audit Checklist	F-QMS-005	12/1/16					
IQA Auditor Performance Evaluation Form	F-QMS-006	12/1/16					
Corrective Action Request (CAR) Form	F-QMS-007	12/1/16					
Opportunity For Improvement (OFI) Form	F-QMS-008	12/1/16					
CAR Status Log	F-QMS-009	12/1/16					
OFI Status Log	F-QMS-010	12/1/16					
Preventive Maintenance Schedule	F-QMS-011	12/1/16					
Equipment History Card	F-QMS-012	12/1/16					
AREA: REGISTRATION UNIT							
Application for Registration	F-REU-001	12/1/16					
Application for Permit to Exhibit (Movie Print)	F-REU-002	12/1/16					
Application for Permit to Exhibit (Movie Trailer)	F-REU-003	12/1/16					
Application for Permit to Exhibit (Television)	F-REU-004	12/1/16					
Application for Optical Media Material Review & Classification	F-REU-005	12/1/16					
Application for Permit to Exhibit (Non-Video Publicity Material)	F-REU-006	12/1/16					
Application for Import/Export Permit	F-REU-007	12/1/16					
Application for Change of Timeslot / Airing Day	F-REU-008	12/1/16					
Application for Exemption from Review and Classification	F-REU-009	12/1/16					
Application for Permit to Exhibit (Under Special Rate for Independent)	F-REU-010	12/1/16					
Application for Permit to Exhibit (Trailer for Other Venues)	F-REU-011	12/1/16					
AREA: REVIEW AND CLASSIFICATION UNIT							
Permit for Theatrical Exhibition - G Rating	F-RCU-001	12/1/16					
Permit for Theatrical Exhibition - PG Rating	F-RCU-002	12/1/16					

FORM NAME	FORM NO.	INITIAL ISSUE DATE	REVISION DATE				
			1	2	3	4	5
Permit for Theatrical Exhibition - R-13 Rating	F-RCU-003	12/1/16					
Permit for Theatrical Exhibition - R-16 Rating	F-RCU-004	12/1/16					
Permit for Theatrical Exhibition - R-18 Rating	F-RCU-005	12/1/16					
Permit to Exhibit (Trailer)	F-RCU-006	12/1/16					
Permit to Exhibit (Non-Video Publicity Material)	F-RCU-007	12/1/16					
Exemption Permit	F-RCU-008	12/1/16					
Permit to Exhibit (Trailer for Other Venues)	F-RCU-009	12/1/16					
Classification Certification - Optical Media	F-RCU-010	12/1/16					
Permit to Exhibit - Television	F-RCU-011	12/1/16					
AREA: MONITORING AND INSPECTION UNIT							
Incident Report Form	F-MIU-001	12/1/16					
AREA: RECORDS MANAGEMENT UNIT							
Permit Certification	F-RMU-001	12/1/16					
Record Verification Form	F-RMU-002	12/1/16					
AREA: SUPPLY AND PROPERTY MANAGEMENT UNIT							
Abstract of Canvass	F-SPU-001	12/01/16					
Price Canvass Form	F-SPU-002	12/01/16					
Supplier Accreditation Form	F-SPU-003	12/01/16					
Supplier Performance Evaluation Form	F-SPU-004	12/01/16					
AREA: BUDGET UNIT							
Budget Request Form	F-BDU-001	1-Dec-16					
Request of Payment	F-BDU-002	1-Dec-16					
AREA: CASH DISBURSEMENT UNIT							
List of Collection (Daily)	F-CDU-001	12/1/16					
AREA: HUMAN RESOURCES UNIT							
Request for Personnel	F-HRU-001	12/1/16					
Application for Leave	F-HRU-002	12/1/16					
Pre-Approved Application on the Utilization of Compensatory Time Off (Monitoring Sheet)	F-HRU-003	12/1/16					
Overtime Service Authorization	F-HRU-004	12/1/16					
Driver's Trip Ticket	F-HRU-005	12/1/16					
Trips./Itinerary and Official Business Slip	F-HRU-006	12/1/16					
Client's Feedback Form	F-HRU-007	12/1/16					
Orientation Checklist	F-HRU-008	12/1/16					
Clearance from Property and Money Accountabilities	F-HRU-009	12/1/16					