

OFFICE OF THE PORT MANAGER - ROUTING SLIP



DETAILS OF INCOMING COMMUNICATION *(To be accomplished by Records Office)*

Incoming Communication No. (ICN)		DATE OF COMMUNICATION		DATE RECEIVED BY RECORDS OFFICE	
SUBJECT					
NAME OF SENDER				OFFICE/AGENCY	

DETAILS OF ROUTING & INSTRUCTIONS *(For use of the Office of the Port Manager)*

ASSIGNED / ROUTED TO

<input type="checkbox"/> Administrative Division; <i>AD-M</i> <input type="checkbox"/> Engineering Services Division; <i>ESD-M</i> <input type="checkbox"/> Finance Division; <i>FD-M</i> <input type="checkbox"/> Port Police Division; <i>PPD-M</i> <input type="checkbox"/> Port Services Division; <i>PSD-M</i> <input type="checkbox"/> Terminal Management Office; <i>OIC</i> <input type="checkbox"/> Others _____	<input type="checkbox"/> Office of the Port Manager <input type="checkbox"/> EA <input type="checkbox"/> ATTY <input type="checkbox"/> BDMS <input type="checkbox"/> Others _____ <input type="checkbox"/> Records Office <input type="checkbox"/> Bids and Awards Committee
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PM's INSTRUCTIONS

<input type="checkbox"/> <i>For comments.</i> <input type="checkbox"/> <i>For compliance.</i> <input type="checkbox"/> <i>For dissemination/information.</i> <input type="checkbox"/> <i>For file/reference.</i> <input type="checkbox"/> <i>For review/evaluation.</i> <input type="checkbox"/> <i>For processing/consolidation.</i>	<input type="checkbox"/> <i>Please prepare reply/action papers.</i> <input type="checkbox"/> <i>Please forward/transmit to</i> _____ <input type="checkbox"/> <i>Please reproduce/provide copy to</i> _____ <input type="checkbox"/> <i>As appropriate:</i> _____
DUE DATE / DEADLINE 	

ATTY. CESAR M. DATAYA
Port Manager

ACTION TO INSTRUCTION/S (To be accomplished by assigned OPR)

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DETAILS OF OUTGOING COMMUNICATION / FINAL ACTION TO THE INCOMING COMMUNICATION *(To be accomplished by Records Office)*

Outgoing Communication No.		ADDRESSEE / RECIPIENT	
Mode of Transmittal	DATE	TIME	
Hard Copy			
Electronic			
Others			
Transmitted by:			Copy Furnished
Transmittal/Airwaybill No. (if by Courier)			