REQUEST FOR PROJECT CHANGE ORDER PROCEDURE

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The procedure for Request for Change Order[*] is hereby furnished to all Regional Offices for guidance and reference. Attached herewith is the prescribed sample of the Change Request Form[*] to be accomplished every time a request is to be made. The change request form should be properly accomplished and signed by all concerned before submission to the Joint Change Control Board for evaluation and approval.

Strict compliance is hereby enjoined.

Adopted: 16 March 2007

(SGD.) REYNALDO I. BERROYA
Assistant Secretary

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City

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