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| **Office/Division** |  | **Rev./Date** |  |
| **Period** | **Target Setting  1st Management Review  2nd Management Review** | | |

| **Quality Objective Target** | **Indicator/**  **Measurement** | **Key Activity/**  **Strategy** | **Responsible Person/s** | **Monitoring Method/Tool** | **Accomplishment** | **Remarks** |
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| **APPROVALS** | **SIGNATURES** | **DATE** |
|  |  |  |
| Prepared by |
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| Reviewed by |
|  |  |  |
| Approved by |