



DOST Form 3

NON-R&D PROJECT PROPOSAL

(Technology Transfer, S&T Promotion and Linkages, Policy Advocacy,
Provision of S&T Services, Human Resource Development and Capacity-Building)

I. PROJECT PROFILE

(1) Program Title: Grants-in-Aid

Project Title: Streamlining the Processes and Maintenance Activities of the DOST MIMAROPA Regional Standards and Testing Laboratory

(2) Project Leader/Sex: ENGR. PACIFICO T. SARIEGO III

Agency (smallest unit): DOST MIMAROPA

Address/Telephone/Fax/Email (Barangay, Municipality, District, Province, Region): DOST-Palawan, Government Center, Sta. Monica, Puerto Princesa City / (048) 433 0489/nestalaman@mimaropa.dost.gov.ph

(3) Cooperating Agency/ies (Name/s and Address/es): DOST-MIMAROPA Regional Standards and Testing Laboratory

(4) Implementing Agency: DOST MIMAROPA

Base Station: Puerto Princesa City, Palawan

Other Implementation Site(s):

(5) Project Duration (number of months): 12 months

Project Start Date: May 2024

Project End Date: May 2025

(6) Total Project Cost: 1,100,000.00 (indicate Counterpart Funds; use Form 4 for the Line-Item Budget)

| Implementing Agency/ies | PS | MOOE | EO | Total |
|-------------------------|----|--------------|----|--------------|
| A. DOST-MIMAROPA | | 1,100,000.00 | | 1,100,000.00 |
| TOTAL | | 1,100,000.00 | | 1,100,000.00 |

II. PROJECT SUMMARY

(7) Executive Summary (not to exceed 200 words)

The DOST MIMAROPA Regional Standards and Testing Laboratory (RSTL) is the only third-party testing laboratory in the province of Palawan. The RSTL is composed of the Microbiology, Physico-Chemical, and Metrology Laboratory. It serves as a central hub for scientific analysis and testing services within the province. The primary mission of the RSTL is to provide reliable and accurate scientific testing and calibration services, and support for research and development initiatives. Tests conducted in the RSTL include microbiological and physico-chemical tests for drinking water, non-drinking water, and food. Calibration for mass and volume is also offered through the Metrology Laboratory.

The aim of this project is to strengthen the implementation of laboratory services in the province of Palawan. This will be achieved through improvement of existing processes and workflows in providing reliable and accurate scientific testing.

(8) Introduction (Not to exceed 15 pages)

Rationale/Significance (Not to exceed 300 words)

Due to Palawan's remote island location, shipping samples for testing or calibration outside the province is expensive and time-consuming. Having the RSTL within Palawan significantly reduces costs and turnaround times for these analyses. Furthermore, the RSTL provides crucial scientific data for environmental monitoring. This data helps in stricter environmental regulations for various sectors in Palawan, promoting sustainable resource management. The RSTL also offers valuable assistance to local manufacturers and academic institutions in ensuring product safety assessment and quality control. The RSTL will continue providing reliable, accurate and timely test and calibration services spanning more clientele in the province.

The RSTL has witnessed a surge in clientele and demand for its testing and calibration services. To meet this growing need, the RSTL is implementing robust quality control measures and pursuing accreditation processes. This commitment to excellence ensures reliable testing services. But the RSTL goes beyond testing. By fostering knowledge creation and supporting local development initiatives, they play a vital role in propelling Palawan, and the entire region, forward.

Since its establishment in 2013, the RSTL has seen an increased number of customers and samples analysed. The RSTL was able to serve a total of 1,924 which translates to 3,475 samples analysed, 12,198 tests and calibrations conducted, and around Php5,700,00.00 income generated. Moreover, as part of its commitment to excellence, the DOST MIMAROPA has maintained its ISO/IEC 17025 accreditation since 2015 and has been awarded by DOH and DENR as a drinking water and environmental water testing laboratory.

Objectives (General and Specific):

General:

The primary objective of this project is to strengthen the implementation of laboratory services in the region.

Specifically, the project aims to:

- Enhance the accuracy and efficiency of laboratory testing in the province
- Conduct quarterly staff meeting and management meeting to discuss status, problems, challenges and risk based solutions to problems encountered by the RSTL
- Conduct Internal Quality Audit (IQA) and External Audit to ensure that the RSTL is functioning effectively, meeting specific regulations and standards, and areas for improvement are identified.
- Develop and implement a streamlined appointment testing and calibration scheduling system for the RSTL

Methodology:

One of the laboratory requirements to demonstrate competency and generate reliable data is its participation in proficiency testing for tests and calibration services offered. In the 4th quarter of 2024, the RSTL is scheduled to participate in proficiency testing for fecal coliform, thermotolerant coliform, *E. coli* and heterotrophic plate count in drinking water analysis and phosphate, dissolved oxygen, biochemical oxygen demand, and oil and grease in wastewater analysis.

In addition to the quarterly meeting conducted by the laboratory, the RSTL also invites the top management of DOST MIMAROPA for a meeting once a year to communicate the activities and needs of the RSTL, the problems and challenges encountered and the solutions to address problems and challenges. One of the topics tackled in these meetings is the feedback from customers. These data are used to evaluate areas for improvement of the laboratory.

Internal quality audit (IQA) is conducted once a year as preparation for external audits. During this activity, the RSTL invites laboratory experts from other RSTLs to serve as auditors. Aside from it being a preparation for external audit, IQA is done to ensure integrity in data generation, continuous improvement for staff and different laboratory processes and at the same time promote quality awareness among staff.

This year, the RSTL will again undergo external audits. These audits may be conducted by three different accreditation bodies namely the Philippine Accreditation Bureau (PAB), Department of Health Facilities and Services Regulatory Bureau (DOH-HFSRB), and Department of Environment and Natural Resources Environmental Management Bureau (DENR-EMB). These external audits are impartial laboratory assessments that are essential for the RSTL to maintain its credibility, accreditation, and recognition status. They assess the laboratory's adherence to standards and identify areas for improvement.

With the growing number of laboratory customers, the RSTL will utilize a custom online scheduling system. This new booking system will streamline the scheduling process to help customers to conveniently book appointments for laboratory sample submission. Doing this, the RSTL will choose the best fit online booking system based on features, pricing, and ease of use. The chosen system will then be integrated into the laboratory's existing software for seamless data flow.

Expected Outputs (6Ps):

- **Patents** - Online booking system for the RSTL

Potential Outcomes:

- Streamlined online booking system for a more accessible and efficient client tests scheduling
- Supported customer activities through sustained test services

Potential Impacts (2Is):

- **Economic Impact** -This project will provide online booking system wherein clients can schedule tests anytime and anywhere
- **Social Impact** - Accurate and efficient laboratory tests help ensure consumer safety and enhance consumer confidence

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|--|
| <p>Discussion on the results of related project handled by the same proponent (if any): NA</p> <p>Target Beneficiaries: All clients of the RSTL</p> <p>Sustainability Plan (if applicable):</p> <p>Gender and Development (GAD) Score (refer to the attached GAD checklist):</p> |
| <p>(9) Workplan (See Form 5)</p> |
| <p>(10) Project Management (not to exceed one page)</p> <p>The project will be implemented and managed by DOST-MIMAROPA Regional Standards and Testing Laboratory, Provincial Science and Technology Office of Palawan, and concerned partner.</p> <p>The Project Monitoring Team (PMT) who will oversee the implementation of the project will be composed of the following:</p> <p>Project Leader: ENGR. PACIFICO T. SARIEGO III Laboratory Head/Provincial S&T Director</p> <p>Project Staff/Coordinator: KATHERINE APRILLE DULA</p> <p>Customer Relations Officer and RSTL IT: JULIE ANN ZABANAL</p> |

III. OTHER SUPPORTING DOCUMENTS REQUIRED (Please refer to page 2 for the additional necessary documents.)



DOST Form 4

DEPARTMENT OF SCIENCE AND TECHNOLOGY Project Line-Item Budget CY 2024

Program Title : Grants-in-Aid
Project Title : Streamlining the Processes and Maintenance Activities of the DOST-MIMAROPA
Regional Standards and Testing Laboratory
Implementing Agency : DOST-MIMAROPA RSTL
Total Duration : 12 months (May 2024 - May 2025)
Project Leader : Engr. Pacifico T. Sariago III
Monitoring Agency : DOST MIMAROPA

DOST-MIMAROPA

I. Maintenance and Other Operating Expenses

Direct Cost

| | |
|--|------------|
| Traveling Expenses | 70,000.00 |
| Supplies and Materials Expenses | |
| Office Supplies | 51,000.00 |
| Semi-expendable supplies - ICT Equipment | 49,000.00 |
| Utility Expenses | |
| Water Expenses | 30,000.00 |
| Electricity Expenses | 570,000.00 |
| Representation Expenses | 30,000.00 |
| Other Subscription Expenses | 50,000.00 |
| Other Professional Services | 250,000.00 |

Sub-Total for MOOE

P 1,100,000.00

GRAND TOTAL

P 1,100,000.00

Certified Funds Available:



JAY RALPH A. CABIAO

Accountant III, DOST-MIMAROPA

Approved by:



DR. MA. JOSEFINA P. ABILAY

Regional Director, DOST-MIMAROPA



DOST Form 5
A – PROJECT WORKPLAN

(1) Program Title: Grants-in-Aid

(2) Project Title: Streamlining the Processes and Maintenance Activities of the DOST MIMAROPA Regional Standards and Testing Laboratory (RSTL)

(3) Total Duration (in months): 12 months

(4) Planned Start Date: May 2024

(5) Planned End Date: May 2025

| (6) OBJECTIVES | (7) TARGET ACTIVITIES | (8) TARGET ACCOMPLISHMENTS (quantify, if possible) | Y1 | | | Y2 |
|---|--|---|----|----|----|----|
| | | | Q2 | Q3 | Q4 | Q1 |
| To enhance the accuracy and efficiency of laboratory testing in the province | Participate in Proficiency Testing (PT) | Score PASSED or SATISFACTORY in participated PT | | | | |
| To conduct quarterly staff meeting and management meeting to discuss status, problems, challenges and risk based solutions to problems encountered by the RSTL | Conduct staff meeting | Four (4) staff meetings conducted | | | | |
| | Conduct management review/meeting | One (1) management review/meeting conducted | | | | |
| To conduct Internal Quality Audit (IQA) and External Audit to ensure that the RSTL is functioning effectively, meeting specific regulations and standards, and areas for improvement are identified | Conduct IQA | One (1) IQA conducted | | | | |
| | Conduct external audit | One (1) external audit conducted | | | | |
| To develop and implement a streamlined appointment testing and calibration scheduling system for the RSTL | Evaluate popular online booking systems based on features, pricing, and ease of use. | Three (3) evaluations of online booking systems | | | | |
| | Choose the best fit system and integrate it with the laboratory's existing software for seamless data flow | One (1) online booking system integrated with laboratory LIMS | | | | |
| | Conduct training sessions for clients and staff on using the new online scheduling system | One (1) training on how to use online booking system | | | | |
| | Launch the system and monitor its usage, collecting feedback for continuous improvement | One (1) online booking system established | | | | |
| (9) EXPECTED OUTPUTS (6Ps) | (10) DETAILS (quantify, if possible) | | Y1 | | | Y2 |
| | | | Q2 | Q3 | Q4 | Q1 |
| Publications | | | | | | |
| Patents/IP | Development of Online Booking System for the RSTL | | | | | |
| Products | | | | | | |
| People Services | | | | | | |

| | | | | | |
|-------------------------|--|--|--|--|--|
| Places and Partnerships | | | | | |
| Policy | | | | | |

DOST Form 5
B – EXPECTED OUTPUTS

(1) Program Title: Grants-in-Aid
(2) Project Title: Streamlining the Processes and Maintenance Activities of the DOST MIMAROPA Regional Standards and Testing Laboratory (RSTL)
(3) Project Duration (number of months): 12 months (4) Project Start Date: May 2024 (5) Project End Date: May 2025

| (9) EXPECTED OUTPUTS (6Ps) | Y1 Objectively Verifiable Indicators (OVIs) | | | | | Y2 Objectively Verifiable Indicators (OVIs) |
|------------------------------|---|----|----|----|-------|---|
| | Q1 | Q2 | Q3 | Q4 | Total | Q1 |
| Publications | | | | | | |
| Patents/IP | | | | | | |
| Products | | | | | | |
| People Services | | | | | | |
| Places and Partnerships | | | | | | |
| Policy | | | | | | |
| (10) POTENTIAL IMPACTS (2Is) | | | | | | |
| Social Impact | | | | | | |
| Economic Impact | | | | | | |

DOST Form 5
C – RISKS AND ASSUMPTIONS

(1) **Program Title:** Grants-in-Aid
(2) **Project Title:** Streamlining the Processes and Maintenance Activities of the DOST MIMAROPA Regional Standards and Testing Laboratory (RSTL)
(3) **Project Duration (number of months):** 12 months (4) **Project Start Date:** May 2024 (5) **Project End Date:** May 2025

| OBJECTIVES | (11) RISKS AND ASSUMPTIONS | (12) ACTION PLAN (use separate sheet if necessary) |
|---|---|---|
| To develop and a streamlined appointment testing and calibration scheduling system for the RSTL | Assumption - Laboratory IT will have the right technical know-how to develop the booking system and incorporate it with the local LIMS Risk – Turnover of IT staff will cause delay of the project implementation Risk – Interruption of network connectivity may delay the development of the booking system | Ensure that the IT staff to be hired have the right skill set to develop the system Impose the 30 days notice of resignation to allow hiring and orientation of new staff Ensure that there is a back-up network to use when one network loses connectivity |
| Improve appointment visibility and communication with clients | Assumption – Customers are willing to test out the performance of the newly developed booking system Risk – Customer refuse to test the newly developed booking system | Prepare list of customers that agrees to test the newly developed so that there are enough options to try out the system |