

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>FM-QMR-01-02</b>
	<b>FORMS MANUAL</b>	REVISION NUMBER	<b>1</b>
		PAGE NUMBER	<b>1 of 1</b>
SECTION	USER'S GUIDE	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>OBJECTIVES OF THE FORMS MANUAL</b>		

The Forms Manual is prepared with the following objectives:

- To serve as a compilation, reference forms and form letters to be used in the DOST Regional Office No. IX operations;
- *To establish a standardized format and structure for the various forms used within the organization's QMS. This ensures consistency and uniformity in documentation;*
- *To serve as a reference guide for employees, particularly new hires, to understand the purpose, usage, and completion of various forms within the QMS. It can be used as a training resource to familiarize personnel with the required documentation practices; and*
- *To help in controlling the creation, revision, distribution, and use of forms within the QMS. It outlines the procedures for form approval, version control, and retention, ensuring that employees use the correct and most up-to-date forms.*

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