	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 04-03
	QUALITY MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 1
SECTION	CONTEXT OF THE ORGANIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	SCOPE OF THE QUALITY MANAGEMENT SYSTEM		

The Quality Management System of DOST Regional Office No. IX, covers all processes under the Field Operations Services, Technical Services, and other support processes under the Finance and Administrative Services.

The following are the processes involved in operations:

FIELD OPERATIONS PROCESSES

- o Provision of Technology Transfer Assistance
- o Handling Customer's Request for S&T Intervention
- o Appraisal / Assessment of Project Proposal
- o Project Identification and Formulation
- o *iFUND*
- o Technology Training Assistance
- o Technical Consultancy Services
- o Project Monitoring and Evaluation

TECHNICAL SERVICES PROCESSES

- o Handling of Applications and Awarding of DOST Undergraduate Scholarships
- o Monitoring and Release of Financial Benefits of On-going DOST Undergraduate Scholars
- o Monitoring of DOST Scholar-Graduates
- o Provision of S&T Information Services

FINANCE AND ADMINISTRATIVE SUPPORT PROCESSES



- o Recruitment, Selection and Placement
- o Staff Development
- o Procurement of Supplies, Materials and Equipment
- o Procurement of Services
- o Accounting Process
- o Budgeting Process
- o Cashiering Process

GENERAL QMS PROCESSES

- o Management Review
- o Handling Customer Feedback
- o Customer Satisfaction Measurement

PROCESSES REQUIRED BY ISO: 9001: 2015

- o Control of Documented Information
- o Internal Audit
- o Corrective Action
- o Control of Nonconforming Product/ Services

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 Quality Management Representative	 Regional Director