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SUBJECT	PROVISION OF TECHNOLOG	SY TRAINING A	SSISTANCE

### 1.0 OBJECTIVE

To guide technical personnel in providing technology training services to customers particularly those intending to establish new technology-based enterprise or upgrade existing ones.

# 2.0 SCOPE

This procedure covers request for technology trainings from receiving of requests to evaluation of the training including the risks and opportunities associated with the process.

# 3.0 ACCESS

This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.

# 4.0 DEFINITION OF TERMS

Technology Training - Involves the transfer of knowledge and/or skills pertaining to a certain technology. Among the possible modes for technology training are the following: technical lecture, demonstration, hands-on training, seminar,

workshop, and/or combinations of such.

Trainor/Resource Person - DOST or non-DOST personnel who are acknowledged

specialists in their fields and capable of providing the

assistance to customers.

Customers - MSMEs, LGUs, SUCs, cooperatives, NGOs, and other

interested parties requesting for technology training.

PSTD - Provincial Science and Technology Director

RTEC - Review and Technical Evaluation Committee

Local GIA - Grants-in-Aid sourced from DOST-IX local funds

SETUP - Small Enterprise Technology Upgrading Program

RPMO - Regional Program Management Office

DOST RDIs/Councils - DOST Research and Development Institutes and

Councils

# 4.0 RECORDS

Customer's Request Letter

DOST IX Document Tracking System (DTS)

Accomplished Customer Profile Form

DOST IX reply letter (assessment/ recommendations)

Attendance Sheet

Prepared by:

ARD, Field operations Services

Approved by:

Quality Management Representative

**	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	PM FOS-SET 05-06
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- Accomplished Training Evaluation Form
- Training Request Assessment Report

ARD, Field Operations Services

# 5.0 REFERENCE

None

6.0 PROCEDURE **FLOW PERSON RESPONSIBLE DETAILS** Start PSTD / RD Request shall be in writing and Receive letter of addressed to the Regional request/ training Director. recommended by RTEC Letter or request shall include an accomplished Customer Profile Form (CPF), FOS-SET F01 if the requesting party is a first-time customer of the DOST IX. Need for training assistance as a result of the project proposal evaluation by RTEC and required by Regulatory Bodies. Evaluation is conducted in Passed No order to assess technical evaluation? PSTO/Resource feasibility, background person Inform information of customer and Yes customer level of priority. (Use Training Request Assessment Report-FOS-GIA-F06) End If approved, request is endorsed to the Regional No Director. Approved? If disapproved, customer is informed in writing. Inform customer Yes End Prepared by: Approved by:

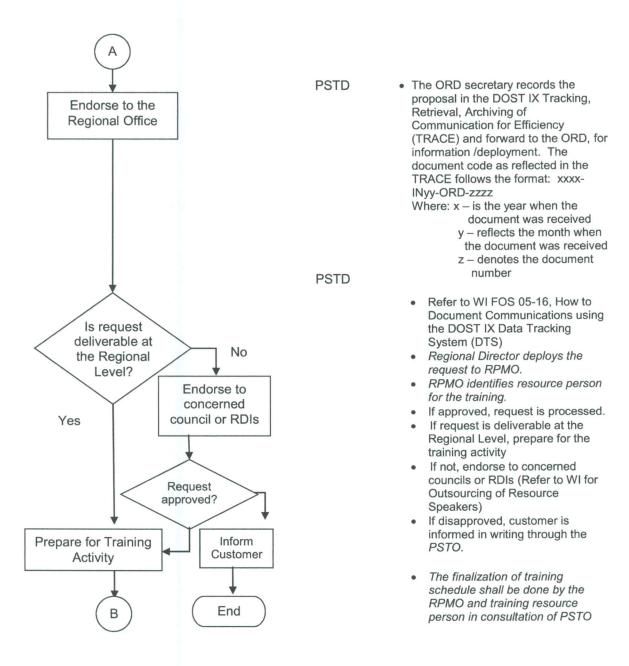
Quality Management Representative

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**FLOW** 

# PERSON RESPONSIBLE

**DETAILS** 

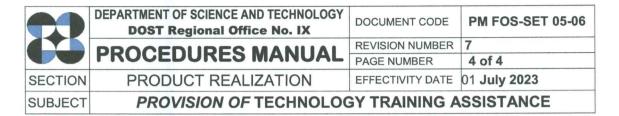


Prepared by:

ARD, Field Operations Services

Approved by:

Quality Management Representative



# Conduct Training Evaluate Training End

# PERSON RESPONSIBLE

Customer and training coordinator

Customer and training coordinator

# **DETAILS**

- Participants are requested to accomplish FOS-SET F11 Attendance Sheet to training/seminar/workshop.
- Customer/participant fills out the following:
  - a. Training evaluation form right after the training
  - b. Trainer evaluation form right after the training
  - c. Training impact assessment form 6 months after the training DOST IX QMS F12

Prepared by:

ARD, Field Operations Services

Approved by:

Quality Management Representative