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SUBJECT	<b>ORGANIZATIONAL KNOWLEDGE MANAGEMENT</b>		

## 1.0 OBJECTIVE

This Procedure is intended to provide guidelines and a system designed and implemented for managing knowledge within the organization. This is also intended to provide ready reference for the customers outside the organization through the Library, Website and Community Project.

## 2.0 SCOPE

This procedure covers all activities involving the storing and saving of files from trainings, seminars and / or forums to the system's fileserver including the risks and opportunities associated with the process.

## 3.0 ACCESS

*This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.*

## 4.0 DEFINITIONS

**4.1 Knowledge Management-** is a process whereby employees manage and store information gathered from the trainings, seminars and forums attended and field operations. This also enables other employees to have ready access to the organization's sources of information.



**4.2 Expert / Employee** - an employee who has attended or has undergone a training, seminar and/ or forum on a particular topic.


**4.3 Webmaster** – or the site author, is a person responsible for maintaining one or many websites.

**4.4 Handout** - is a material given freely or distributed. It can refer to materials handed out for presentation purposes.

**4.5 Fileserver** – is a computer system attached to the network which has the primary purpose of providing a location for shared disk access within DOST IX.

**4.6 Sub-folder** - is a folder contained within another folder.

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**4.7 Hard Copy** - is a printed copy of information from a computer. It is a permanent reproduction, or copy, in the form of a physical object, of any media suitable for direct use by a person of displayed or transmitted data.

**4.8 Soft Copy** - is an electronic copy of some type of data, such as a file viewed on a computer's display or transmitted as an e-mail attachment.

## 5.0 RESPONSIBILITIES

The Department of Science and Technology IX (DOST IX) personnel are responsible for the implementation of this Plan.

## 6.0 REFERENCES

### 6.1 Hard Copy

<http://en.wikipedia.org>

### 6.2 Hard Copy

<http://dictionary.reference.com>

### 6.3 Soft Copy



<http://whatis.techtarget.com>


### 6.4 Handout

<http://en.wikipedia.org>

### 6.5 Sub-folder

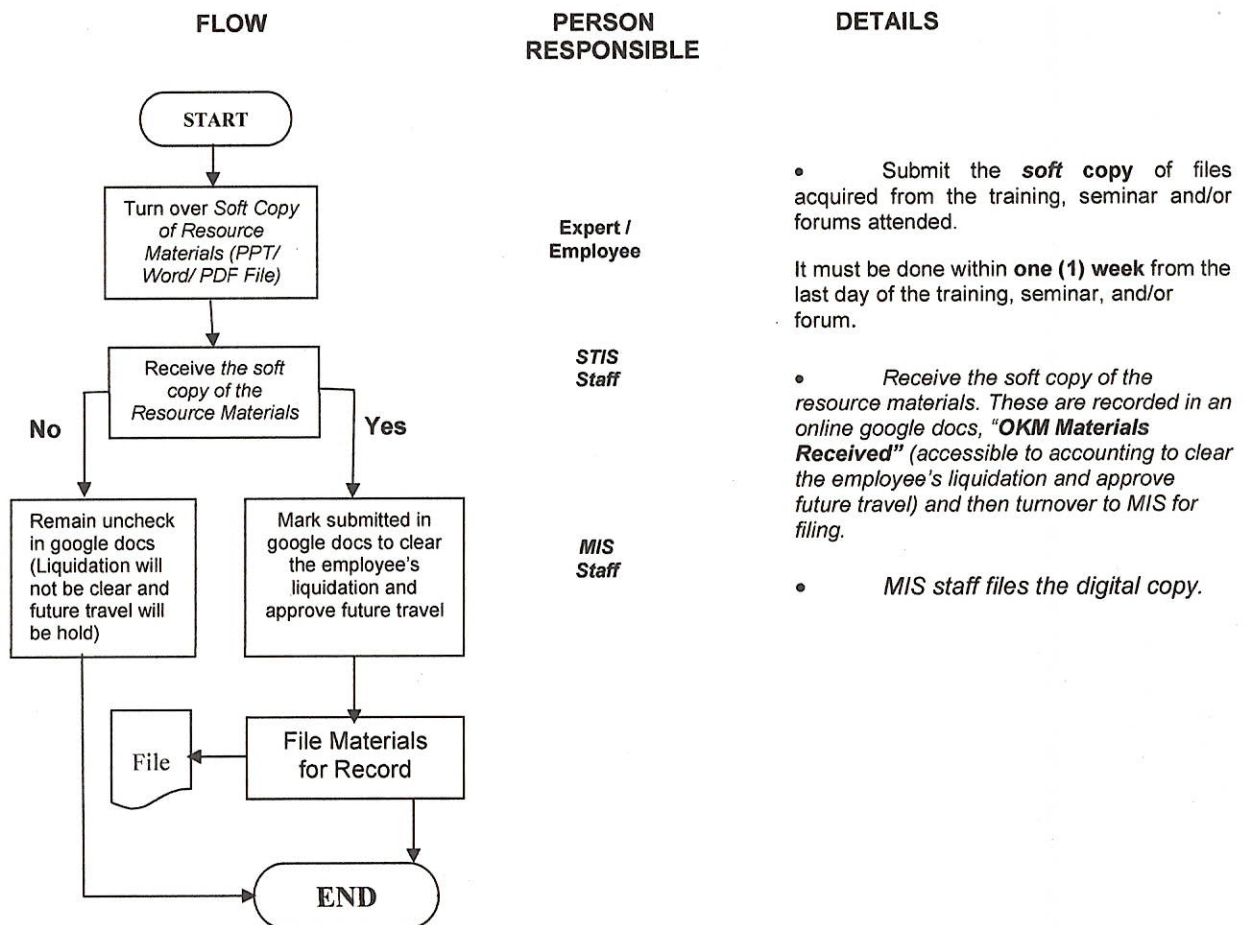
<http://en.wikipedia.org>


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## 7.0 PROCEDURE

### 7.1 Library File

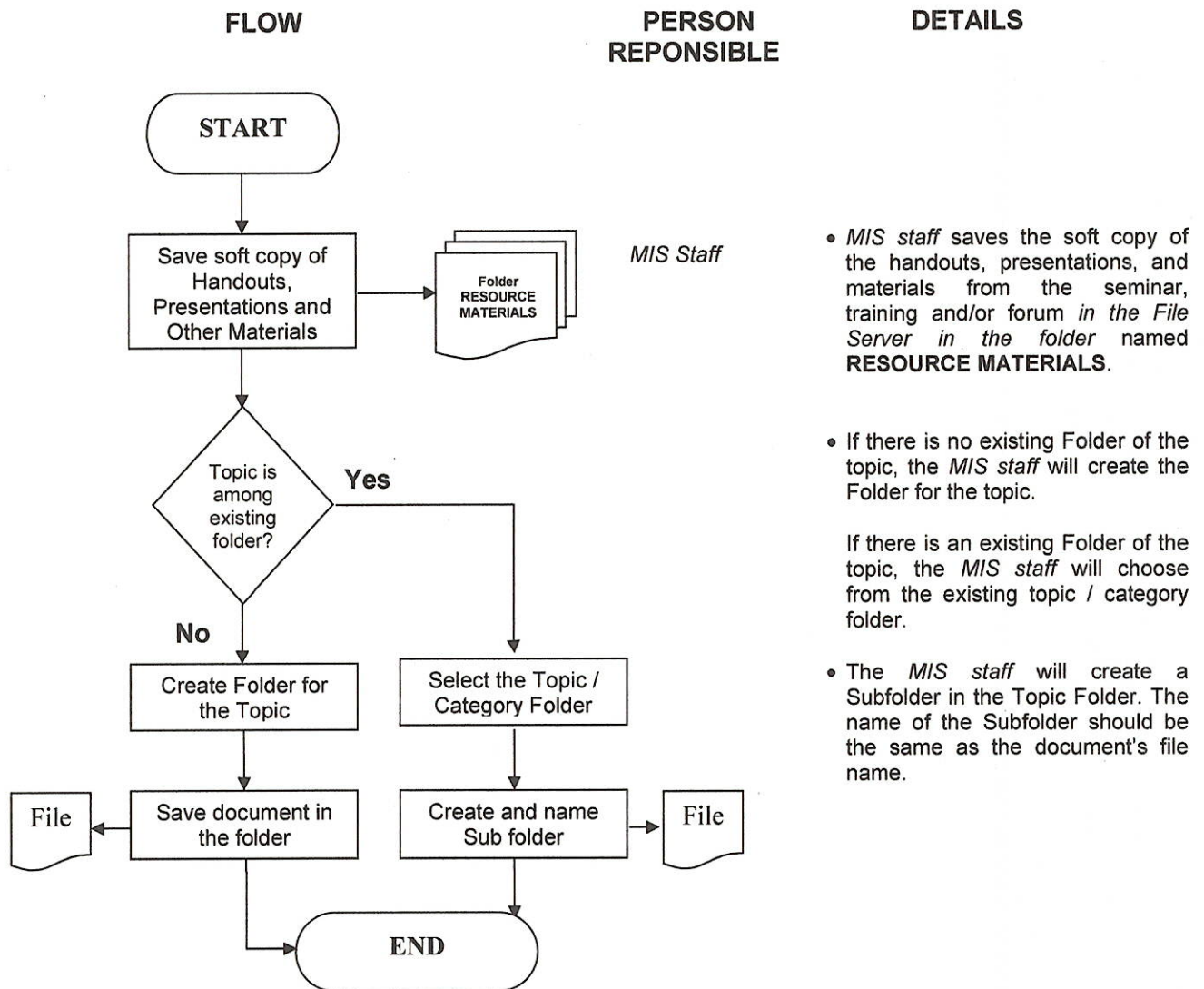




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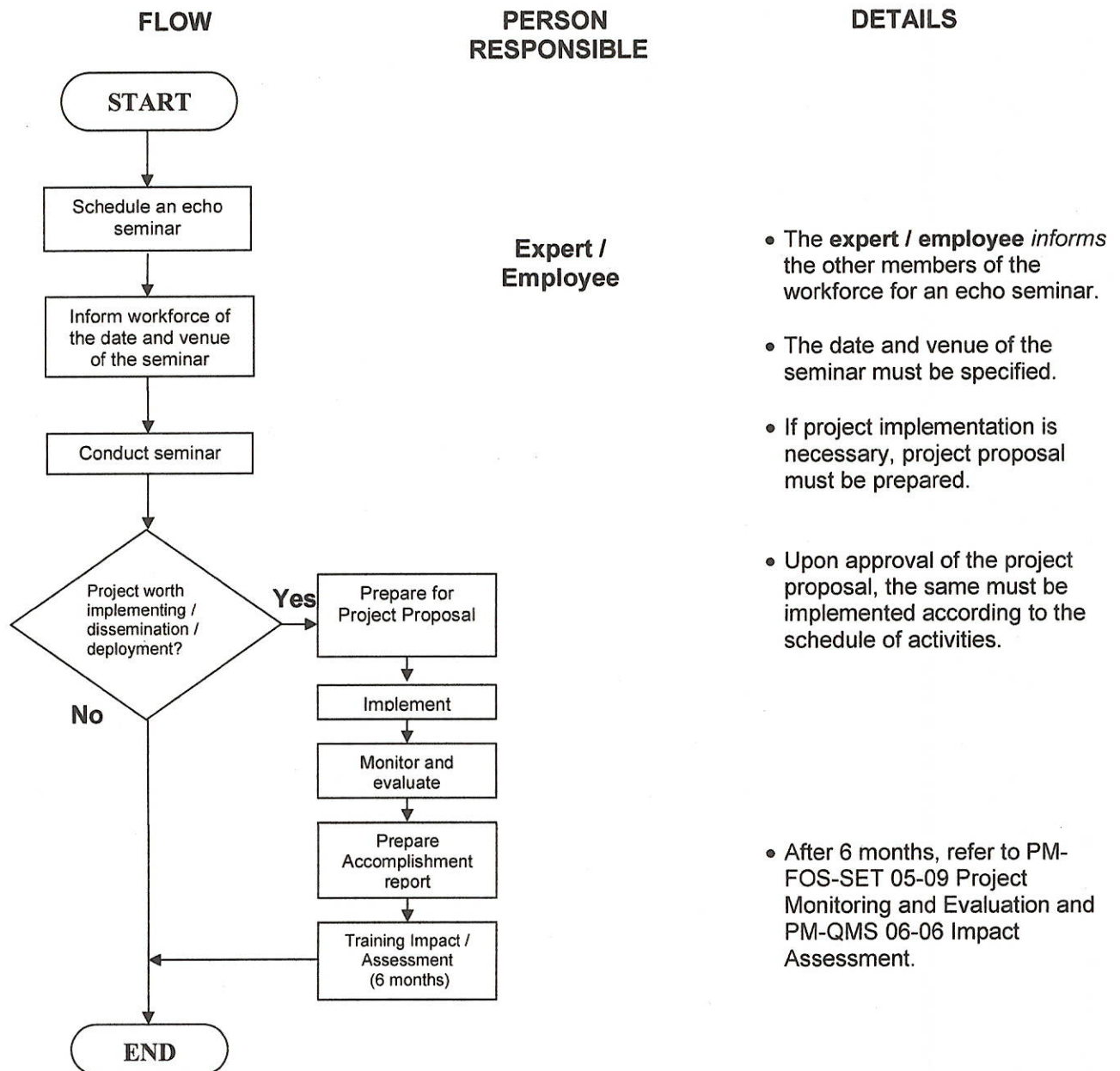
## 7.2 Resource Material Management





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### 7.3 Training Re-Entry Plan



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