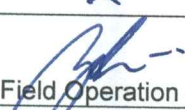

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FOS-SET 05-17
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	OUTSOURCING OF RESOURCE SPEAKERS /LECTURERS		

PERSONS RESPONSIBLE:

ARD for Field Operations Services
Program Manager
City/Provincial S&T Office Personnel

STEPS

- 1.0 Send request letter to concerned DOST Councils, Research Development Institutes (RDIs) or other service providers for the needed expertise in the region.
- 2.0 Ensure that communications forwarded to and received from councils, RDIs, or other service providers are properly documented in the DOST-IX Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE).
- 3.0 Coordinate with the resource speaker/lecturer for the details of the training or activity and the terms of reference of the engagement.

Prepared by:  ARD, Field Operation Services	Approved by  Quality Management Representative
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