	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM FOS-SET 05-03
	PROCEDURES MANUAL	REVISION NUMBER	10
		PAGE NUMBER	1 of 4
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	APPRAISAL AND ASSESSMENT OF PROJECT PROPOSALS		

1.0 OBJECTIVE

To provide a guide on appraising and assessing project proposals submitted to the *DOST-IX* for submitted for funding and implementation.

2.0 SCOPE

The process covers the appraisal and assessment of project proposals *received by DOST-IX*. This covers all activities from accepting project proposals to endorsement for funding 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

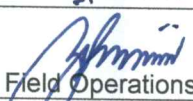

Project Proposal -	<i>is a document indicating planned activities to request for support such as project fund, capacity building and technical trainings, consultancy and technical advisory services, and other related functions. Generally, the document includes a justification or rationale, objectives, technical description, financial, management, and marketing aspects (as needed).</i>
PSTO -	Provincial Science and Technology Office
RTEC-	Review and Technical Evaluation Committee
Local GIA -	Grants-in-Aid sourced from <i>DOST-IX</i> local funds
SETUP -	Small Enterprise Technology Upgrading Program
RPMO -	Regional Program Management Office
ROS -	Regional Operations Services
PM -	Program Manager


5.0 RECORDS

- Customer's Request Letter/ *Manifestation of Intent*
- *Customer's Profile Form*
- *DOST IX Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE)*
- Project Proposal / Requirements
- RTEC Report
- DOST IX Approval/ Endorsement Letter

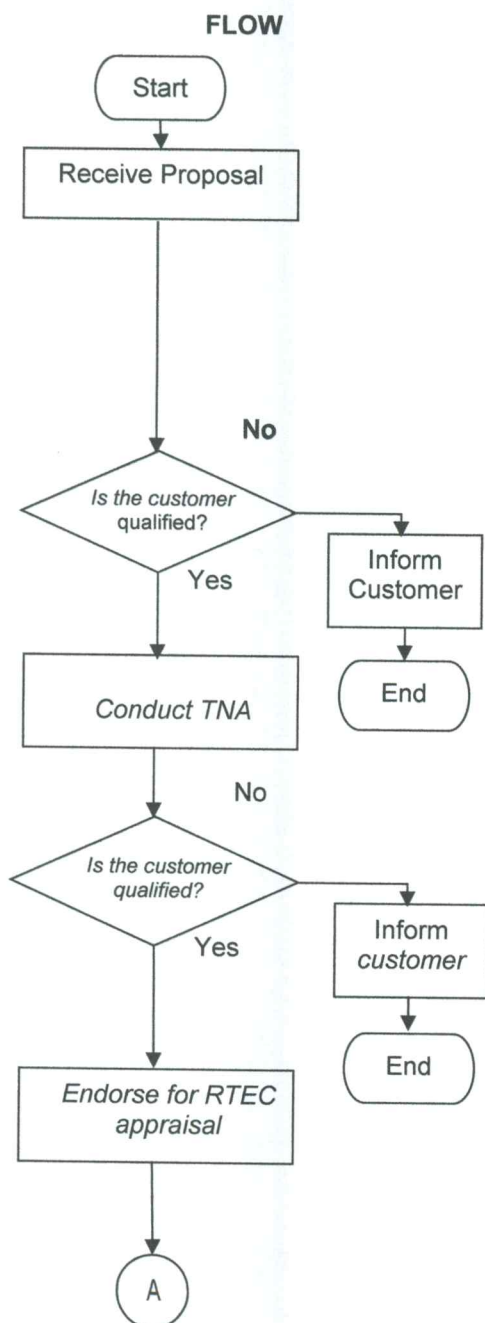
6.0 REFERENCES

- Guidelines for the RTEC Evaluation

Prepared by:  ARD, Field Operations Services	Approved by:  Quality Management Representative
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	PROCEDURES MANUAL	REVISION NUMBER	10
SECTION	PRODUCT REALIZATION	PAGE NUMBER	2 of 4
SUBJECT	APPRAISAL AND ASSESSMENT OF PROJECT PROPOSALS		
		EFFECTIVITY DATE	01 July 2023

7.0 PROCEDURE



PERSON RESPONSIBLE

DETAILS

PSTD/
PMI ORD
Secretariat

- DOST-IX receives request from customers.

For proposals submitted through the C/PSTO:


- C/PSTO conducts initial review of the proposal to include completeness of requirements.
- If the requirements are incomplete or the proposal is not within the SETUP priority sectors, customer should be informed in writing.


C/PSTO

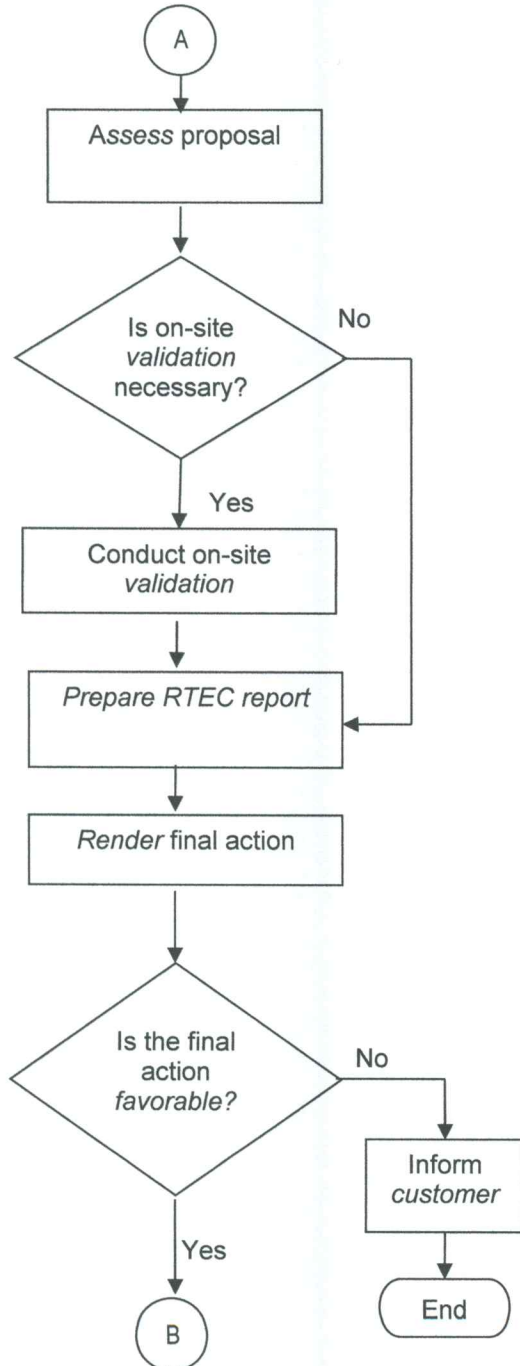
- C/PSTO schedules and conducts Technology Needs Assessment (TNA). Refer to WI FOS-SET 05-03.

- PSTD/PM endorses the proposal for RTEC appraisal. ORD secretariat records the proposal in the DOST IX Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE) and forward to the ORD, for appropriate action.

RD deploys the proposal to RPMO/Program Manager for SETUP.

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	PROCEDURES MANUAL	REVISION NUMBER	10
SECTION	PRODUCT REALIZATION	PAGE NUMBER	3 of 4
SUBJECT	APPRAISAL AND ASSESSMENT OF PROJECT PROPOSALS		



RTEC

- RTEC appraises/assesses the project using form FOS-SET F03a for *SETUP Proposal* and FOS-GIA-05 for *GIA proposal*.

RPMO/RTEC



- RTEC makes initial recommendation. Should an on-site *validation* deemed necessary, RPMO shall facilitate on-site visit of the RTEC in *coordination with PSTO*.


RPMO/RTEC

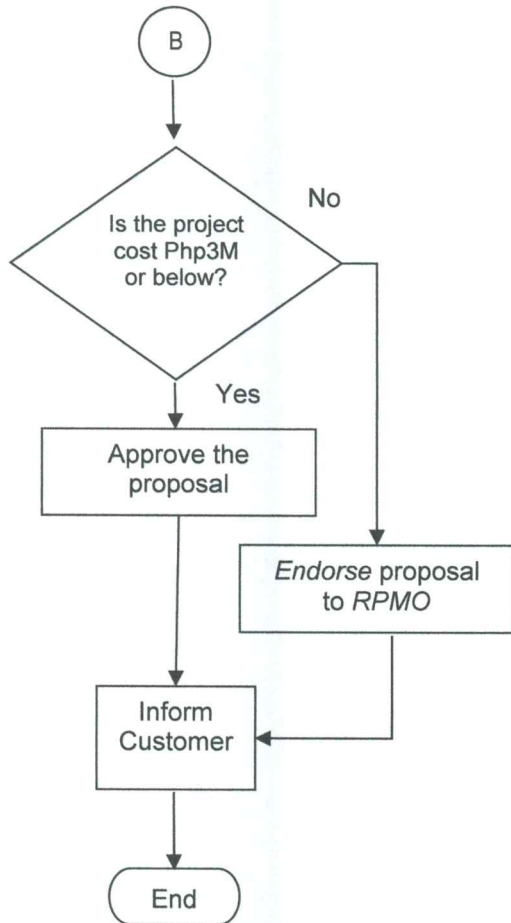
- RPMO prepares report using FOS-SET F03 for *SETUP Proposal* and FOS-GIA-F05 for *GIA proposal*.

RD

- RD renders final action on the proposal



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	PROCEDURES MANUAL	REVISION NUMBER	10
SECTION	PRODUCT REALIZATION	PAGE NUMBER	4 of 4
SUBJECT	APPRAISAL AND ASSESSMENT OF PROJECT PROPOSALS		



RD

- For SETUP proposal which costs *Php3M* and below and local GIA proposal, RD approves the project.
- For SETUP project which costs above *Php3M*, RD endorses the project to *ROS*.

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