	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM FOS-SET 05-06</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>7</b>
		PAGE NUMBER	<b>1 of 4</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>PROVISION OF TECHNOLOGY TRAINING ASSISTANCE</b>		

## 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

<b>Technology Training -</b>	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.
<b>Trainer/Resource Person -</b>	DOST or non-DOST <i>personnel</i> who are acknowledged specialists in their fields and capable of providing the assistance to customers.
<b>Customers -</b>	MSMEs, LGUs, SUCs, cooperatives, NGOs, and other interested parties requesting for <i>technology training</i> .
<b>PSTD -</b>	Provincial Science and Technology Director
<b>RTEC -</b>	<i>Review and</i> Technical Evaluation Committee
<b>Local GIA -</b>	Grants-in-Aid sourced from <i>DOST-IX</i> local funds
<b>SETUP -</b>	Small Enterprise Technology Upgrading Program
<b>RPMO -</b>	<i>Regional Program Management Office</i>
<b>DOST RDIs/Councils -</b>	<i>DOST Research and Development Institutes and Councils</i>

## 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
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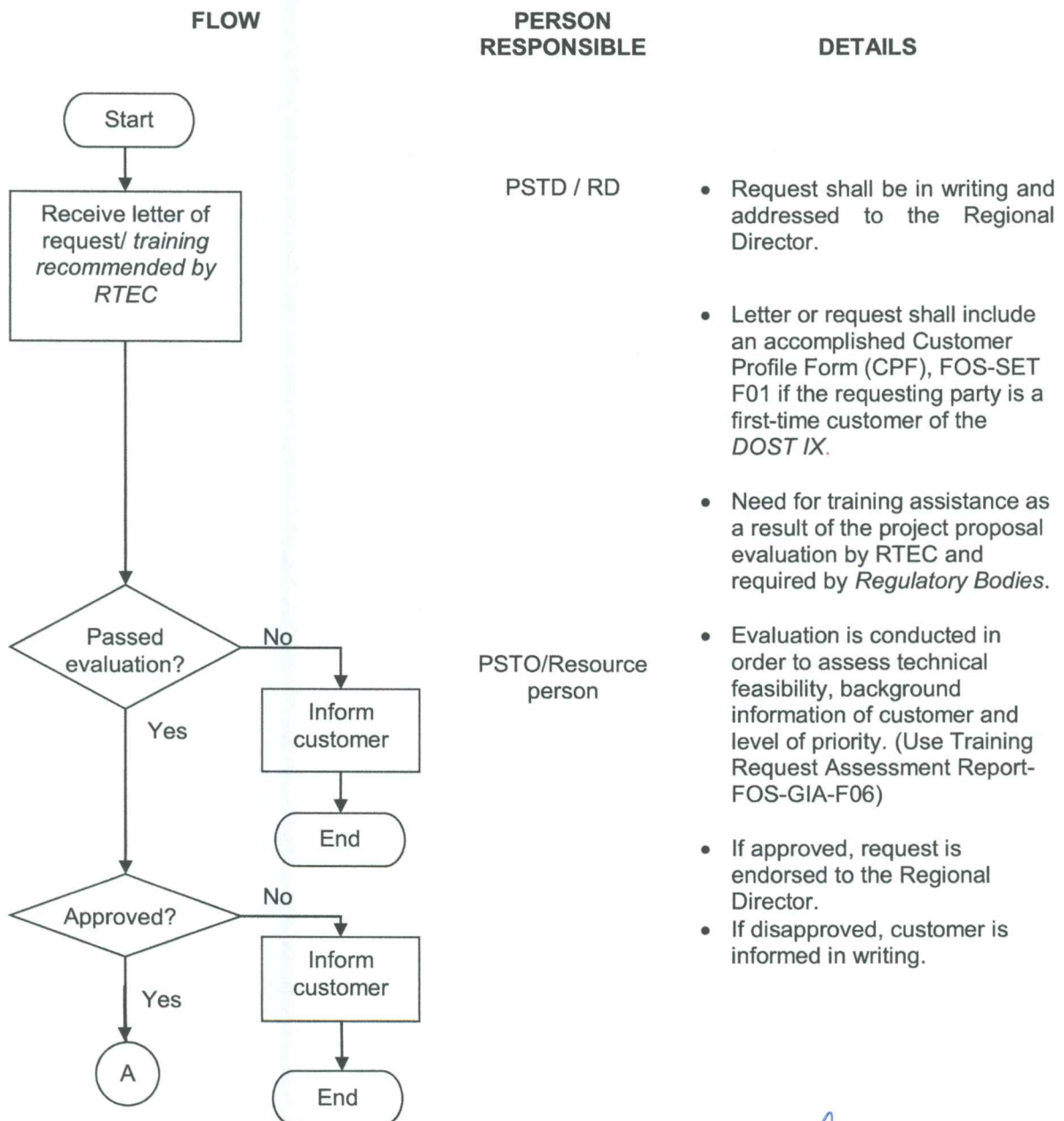
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- Accomplished Training Evaluation Form
- Training Request Assessment Report


## 5.0 REFERENCE

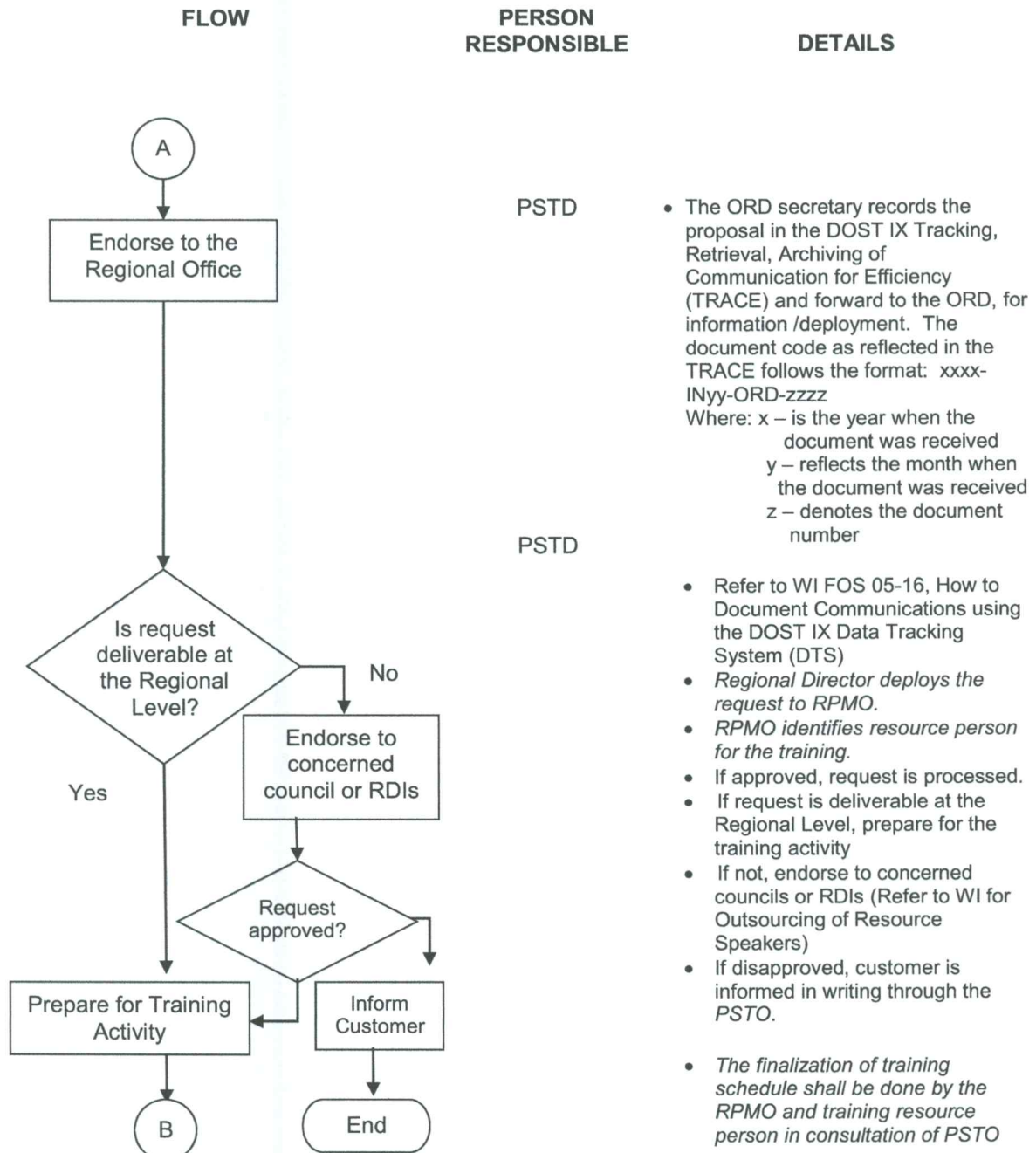
- None



## 6.0 PROCEDURE




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 ARD, Field Operations Services	 Quality Management Representative

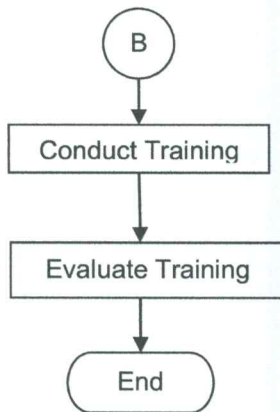
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#### FLOW





#### 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*

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