

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office IX	DOCUMENT CODE	ML-DC-01
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Type of Manual/ Document	Section	Document Code	Document Title	Effectivity Date	Revision No.	Person Responsible	Copyholder/ Distribution
<b>Quality Manual</b>	User's Guide	QM-DOST IX-01-01	Foreword	01 July 2023	3	QMR	0-Document Custodian 1-Regional Director 2-QMR
		QM-DOST IX-01-02	Table of Contents	01 July 2023	2	DC	-do-
		QM-DOST IX-01-03	Coding System for the Quality Manual	01 July 2023	2	DC	-do-
		QM-DOST IX-01-04	Definition of Terms	01 July 2023	3	QMR	-do-
	Quality Manual Objectives, Authorization and Distribution	QM-DOST IX-02-01	Objectives of the Quality Manual	01 July 2023	3	QMR	-do-
		QM-DOST IX-02-02	Authorization for the Implementation/Updating Responsibility	01 July 2023	3	DC	-do-
		QM-DOST IX-02-03	Distribution of the Quality Manual	01 July 2023	3	DC	-do-
	Company Profile	QM-DOST IX-03-01	Company Background Information	01 July 2023	2	QMR	-do-
		QM-DOST IX-03-02	Quality Management System Processes	01 July 2023	4	QMR	-do-
		QM-DOST IX-03-03	Organizational Structure	01 July 2023	4	QMR	-do-
	Context of the Organization	QM-DOST IX-04-01	General Requirements	01 July 2023	3	QMR	-do-
		QM-DOST IX-04-02	Customer and Interested Parties	01 July 2023	3	QMR	-do-
		QM-DOST IX-04-03	Scope of the Quality Management System	01 July 2023	2	QMR	-do-
	Leadership and Commitment	QM-DOST IX-05-01	Top Management Commitment	01 July 2023	2	QMR	-do-
		QM-DOST IX-05-02	Customer Focus	01 July 2023	2	QMR	-do-
		QM-DOST IX-05-03	Quality Policy	01 July 2023	10	QMR	-do-
		QM-DOST IX-05-04	Organizational Roles, Responsibilities and Authorities	01 July 2023	3	QMR	-do-
	Planning	QM-DOST IX-06-01	Actions to Address Risk and Opportunities	01 July 2023	1	QMR	-do-
		QM-DOST IX-06-02	Quality Objectives	01 July 2023	4	QMR	-do-

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		QM-DOST IX-06-04	Functional Objectives: Field Operations Services- Regional Program Management Office	01 July 2023	4	RPMO, Unit Head	-do-
		QM-DOST IX-06-05	Functional Objectives: Field Operations Services- Zamboanga City and Isabela City	01 July 2023	4	CSTC, Unit Head	-do-
		QM-DOST IX-06-06	Functional Objectives: Field Operations Services- Zamboanga Sibugay	01 July 2023	4	PSTD-ZSP	-do-
		QM-DOST IX-06-07	Functional Objectives: Field Operations Services- Zamboanga del Sur	01 July 2023	2	PSTD-ZDS	-do-
		QM-DOST IX-06-08	Functional Objectives: Field Operations Services- Zamboanga del Norte	01 July 2023	4	PSTD-ZDN	-do-
		QM-DOST IX-06-09	Functional Objectives: Internal Quality Audit	01 July 2023	4	Lead Auditor	-do-
		QM-DOST IX-06-10	Functional Objectives: Maintenance	01 July 2023	4	Maintenance Officer	-do-
		QM-DOST IX-06-11	Functional Objectives: Accounting	01 July 2023	4	Accountant	-do-
		QM-DOST IX-06-12	Functional Objectives: Cashiering	01 July 2023	4	Cashier III	-do-
		QM-DOST IX-06-13	Functional Objectives: Supply and Property	01 July 2023	3	Supply Officer	-do-
		QM-DOST IX-06-14	Functional Objectives: Purchasing	01 July 2023	4	Supply Officer	-do-
		QM-DOST IX-06-15	Functional Objectives: Budgeting Unit	01 July 2023	3	Budget Officer	-do-
		QM-DOST IX-06-16	Functional Objectives: Human Resources	01 July 2023	4	HR, Unit Head	-do-
		QM-DOST IX-06-17	Functional Objectives: S&T Scholarships and Promotions	01 July 2023	4	STSc, Unit Head	-do-

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		QM-DOST IX-06-18	Functional Objectives: S&T Information Services	01 July 2023	3	STIS Center Manager	-do-
		QM-DOST IX-06-19	Functional Objectives: Management Information System (MIS)	01 July 2023	3	MIS Manager	-do-
	Support	QM-DOST IX-07-01	Provision of Resources	01 July 2023	2	QMR	-do-
		QM-DOST IX-07-02	Competence	01 July 2023	1	QMR	-do-
		QM-DOST IX-07-03	Awareness	01 July 2023	1	QMR	-do-
		QM-DOST IX-07-04	Communication	01 July 2023	1	ORD Secretary	-do-
		QM-DOST IX-07-05	Documented Information	01 July 2023	2	DC	-do-
		QM-DOST IX-08-01	Operational Planning and Control	01 July 2023	3	QMR	-do-
	Operation	QM-DOST IX-08-02	Requirements for Services	01 July 2023	2	QMR	-do-
		QM-DOST IX-08-03	Design and Development	01 July 2023	2	QMR	-do-
		QM-DOST IX-08-04	Control of Externally Provided Services	01 July 2023	2	QMR	-do-
		QM-DOST IX-08-05	Service Provision	01 July 2023	1	QMR	-do-
		QM-DOST IX-08-06	Release of Products and Services	01 July 2023	2	QMR	-do-
		QM-DOST IX-08-07	Control of Non-Conforming Outputs	01 July 2023	2	QMR	-do-
	Performance Evaluation	QM-DOST IX-09-01	Monitoring, Measurement, Analysis and Evaluation	01 July 2023	2	QMR	-do-
		QM-DOST IX-09-02	Internal Audit	01 July 2023	1	QMR	-do-
		QM-DOST IX-09-03	Management Review	01 July 2023	2	QMR	-do-
	Improvement	QM-DOST IX-10-01	General Requirements	01 July 2023	1	QMR	-do-
		QM-DOST IX-10-02	Nonconformity and Corrective Actions	01 July 2023	1	QMR	-do-
		QM-DOST IX-10-03	Continual Improvement	01 July 2023	1	QMR	-do-

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<b>Procedures Manual</b>	User's Guide	PM-QMR-01-01	Table of Contents	01 July 2023	5	DC	0-Document Custodian 1-Regional Director 2-QMR
		PM-QMR-01-02	Objectives of the Procedures Manual	01 July 2023	1	DC	-do-
		PM-QMR-01-03	Authorization for Implementation/ Updating Responsibility	01 July 2023	2	DC	-do-
		PM-QMR-01-04	Distribution of the Procedures Manual	01 July 2023	1	DC	-do-
		PM-QMR-01-05	Coding System	01 July 2023	1	DC	-do-
	Documented Requirements	PM-QMR-02-01	Documented Information (Documents)	01 July 2023	4	DC	-do-
		PM-QMR-02-02	Documented Information (Records)	01 July 2023	2	DC	-do-
	Management Responsibility	PM-QMR-03-01	Management Review	01 July 2023	3	QMS Secretariat	-do-
	Resource Management	PM-FASS-HR 04-03	Staff Development	11 March 2019	5	ARD, FASS	-do-
		PM-FASS-HR 04-04	Recruitment	01 July 2023	0	ARD, FASS	-do-
		PM-FASS-HR 04-05	Selection	01 July 2023	0	ARD, FASS	-do-
		PM-FASS-HR-04-06	Placement	01 July 2023	0	ARD, FASS	-do-
		PM-FASS-MAIN 04-01	Preventive Maintenance	01 July 2023	6	Maintenance Officer	-do-
		PM-FASS-MAIN 04-02	Corrective Maintenance	01 July 2023	5	Maintenance Officer	-do-
		PM-FASS-MAIN 04-03	Information System Maintenance	01 July 2023	1	ICT Manager	-do-
	Product Realization	PM-FOS-SET 05-01	Provision of Technology Transfer Assistance	01 July 2023	6	ARD, FOS	-do-
		PM-FOS-SET-05-03	Appraisal and Assessment of Project Proposals	01 July 2023	10	ARD, FOS	-do-

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		PM-FOS-SET-05-04	Project Identification, Formulation and Management	01 July 2023	6	ARD, FOS	-do-
		PM-FOS-SET-05-05	Provision of Project Funds	01 July 2023	9	ARD, FOS	-do-
		PM-FOS-SET-05-06	Provision of Technology Training Assistance	01 July 2023	7	ARD, FOS	-do-
		PM-FOS-SET-05-09	Project Monitoring and Evaluation	01 July 2023	7	ARD, FOS	-do-
		PM-FOS-SET-05-10	Addressing Adverse Impact of Projects	01 July 2023	2	ARD, FOS	-do-
		PM-FOS-SET-05-10a	Organization and Evaluation of RTEC's Performance	01 July 2023	1	ARD, FOS	-do-
		PM-TS-STSc-05-01	Handling of Applications and Awarding of DOST Undergraduate Scholarships	01 July 2023	3	STSc Unit Head	-do-
		PM-TS-STSc-05-02	Monitoring and Release of Financial Benefits of On-going DOST Undergraduate scholars	01 July 2023	3	STSc Unit Head	-do-
		PM-TS-STSc-05-03	Monitoring of DOST Scholar-Graduates	01 July 2023	4	STSc Unit Head	-do-
		PM-TS-STIS-05-01	Provision of S&T Information Services	01 July 2023	3	STSc Unit Head	-do-
		PM-TS-STIS-05-03	Organizational Knowledge Management	01 July 2023	2	STSc Unit Head	-do-
		PM-TS-STIS-05-04	Science & Technology Research-Based Openly-Operated KioskS (STARBOOKS) Usage and Monitoring	01 July 2023	2	STSc Unit Head	-do-
		PM-QMR-05-01	Handling Customer Feedback	01 July 2023	1	QMS Secretariat	-do-
		PM-QMR-05-02	Strategic Planning	01 July 2023	2	QMS Secretariat	-do-

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		PM-QMR-05-03	Risks and Opportunities Management	01 July 2023	2	QMS Secretariat	-do-
		PM-FASS-PSU-05-01	Release of PAR & ICS to Accountable Employees	01 July 2023	1	Supply Officer	-do-
		PM-FASS-PSU-05-02	Disposal of Unserviceable Equipment; and Wasted Supplies and Materials	01 July 2023	1	Supply Officer	-do-
		PM-FASS-PSU-05-03	Conduct of Annual Inventory of Property, Plant and Equipment (PPE)	01 July 2023	2	Supply Officer	-do-
		PM-FASS-PUR-05-01	Procurement Process for Public Bidding	01 July 2023	6	Supply Officer	-do-
		PM-FASS-PUR-05-02	Procurement Process for Non-Public Bidding	01 July 2023	4	Supply Officer	-do-
		PM-FASS-PUR-05-03	Inspection and Acceptance of Purchased Items	01 July 2023	1	Supply Officer	-do-
		PM-FASS-BUD-05-01	Procedures in Recording Obligation	01 July 2023	1	Budget Officer	-do-
		PM-FASS-CAS-05-01	Cashier Services/ Process Payment thru MDS	01 July 2023	1	Cashier III	-do-
		PM-FASS-CAS-05-02	Cashier Process of Accepting Payment	01 July 2023	1	Cashier III	-do-
		PM-FASS-ACC-05-01	Accounting Services/ Process Payment of Vouchers	01 July 2023	2	Accountant	-do-
		PM-ORD-05-01	Emergency Procedure and Response	01 July 2023	2	DRRM Staff	-do-
		PM-ORD-05-02	DOST IX Incoming and Outgoing Process	01 July 2023	0	ORD Secretary	-do-
	Measurement, Analysis and	PM-IQA-06-01	Control of Nonconforming Products	01 July 2023	3	Lead Auditor	-do-

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	Improvement	PM-IQA-06-02	Internal Audit	26 July 2023	4	Lead Auditor	-do-
		PM-IQA-06-04	Corrective Action	01 July 2023	4	Lead Auditor	-do-
		PM-QMR-06-01	Customer Satisfaction Measurement	01 July 2023	5	MIS Manager	-do-
	Disaster Preparedness	PM-ORD-DRRM-07-01	Go Bag Distribution and Monitoring	01 July 2023	2	DRRM Staff	-do-
		PM-ORD-DRRM-07-02	Earthquake Drill	01 July 2023	2	DRRM Staff	-do-
		PM-ORD-DRRM-07-03	Fire Drill	01 July 2023	2	DRRM Staff	-do-
<b>Work Instruction Manual</b>	User's Guide	WI-QMR-01-01	Table of Contents	01 July 2023	5	DC	0-Documents Custodian 1-Regional Director 2-QMR
		WI-QMR-01-02	Objectives of the Work Instructions Manual	01 July 2023	1	DC	-do-
		WI-QMR-01-03	Authorization for Implementation/Updating Responsibility	01 July 2023	2	DC	-do-
		WI-QMR-01-04	Distribution of the Work Instructions Manual	01 July 2023	1	DC	-do-
		WI-QMR-01-05	Coding System of the Work Instructions Manual	01 July 2023	1	DC	-do-
	Documentation Requirements	WI-QMR-02-01	How to Revise a Controlled Document	01 July 2023	1	DC	-do-
		WI-QMR-02-02	Withdrawal of Obsolete Document	01 July 2023	1	DC	-do-
		WI-QMR-02-03	Filing and Updating Revised Documented Information	01 July 2023	1	DC	-do-
	Resource Management	WI-FASS-HR-04-03	Processing of Applications	01 July 2023	0	HR, Unit Head	-do-
	Product Realization	WI-FOS-SET-05-01	Conduct of Situational Analysis Discussion	01 July 2023	2	ARD, FOS	-do-

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		WI-FOS-SET-05-02	Conduct of Industry Dialogue / Focus Group	01 July 2023	1	ARD, FOS	-do-
		WI-FOS-SET-05-03	Conduct of Technology Needs Assessment (TNA)	01 July 2023	3	ARD, FOS	-do-
		WI-FOS-SET-05-04	Preparation of Project Proposal	01 July 2023	1	ARD, FOS	-do-
		WI-FOS-SET-05-05	Evaluation of Project Proposal	01 July 2023	2	ARD, FOS	-do-
		WI-FOS-SET-05-14	Preparation of Memorandum of Agreement (MOA)	01 July 2023	3	ARD, FOS	-do-
		WI-FOS-SET-05-15	Conduct of Monitoring and Evaluation	01 July 2023	2	ARD, FOS	-do-
		WI-FOS-SET-05-17	Outsourcing of Resource Speakers/ Lecturers	01 July 2023	1	ARD, FOS	-do-
		WI-FOS-SET-05-18	Accreditation of DOST-IX Technical Personnel as Resource Person/ Trainer	01 July 2023	1	ARD, FOS	-do-
		WI-TS-STSc-05-01	Handling of Applications and Awarding of Scholarships	01 July 2023	2	STSc Unit	-do-
		WI-TS-STSc-05-02	Conduct of Scholarship Orientation to S&T Scholarship Qualifiers	01 July 2023	2	STSc Unit	-do-
		WI-FASS-PSU-05-01	Evaluation and Monitoring of Accountability	01 July 2023	2	Supply Officer	-do-
		WI-FASS-PSU-05-02	Transfer of Properties to Other Agency or Entity	01 July 2023	1	Supply Officer	-do-
		WI-FASS-PSU-05-03	Update of Stock Control & Inventory Management System (SCIMS)	01 July 2023	1	Supply Officer	-do-
		WI-FASS-PSU-05-04	Monitoring the Expiration and Renewal of Insurance for PPE	01 July 2023	1	Supply Officer	-do-

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		WI-FASS-PUR-05-01	How to Access DOST IX Finance and Administrative Information Management System (FAIMS)	01 July 2023	2	Supply Officer	-do-
		WI02-FASS-PUR-05-02	Evaluation of Suppliers for Accreditation	16 August 2007	0	Supply Officer	-do-
		WI-FA04SS-PUR-05-03	Bidding Process PhP50,000.00 and below	01 July 2023	4	Supply Officer	-do-
		WI-FASS-PUR-05-04	Bidding Process above PhP50,000.00 and Below PhP 1 million	01 July 2023	4	Supply Officer	-do-
		WI-FASS-PUR-05-05	Inspection of Delivered Goods and Services, Infrastructure Projects and Consulting Services	01 July 2023	2	Supply Officer	-do-
		WI-FASS-PUR-05-06	How to Evaluate Work Services Rendered	06 February 2017	1	Supply Officer	-do-
		WI-FASS-PUR-05-07	Awarding of Bids	16 August 2007	0	Supply Officer	-do-
		WI-FASS-PUR-05-08	Supplier Performance Rating	16 August 2012	2	Supply Officer	-do-
		WI-FASS-PUR-05-09	Processing of Job Order	15 June 2020	0	Supply Officer	-do-
		WI-ORD-05-01	How to Access DOST IX Tracking Retrieval, Archiving of Communication for Efficiency (TRACE)	01 July 2023	2	ORD, Secretary	-do-
		WI-ORD-MIS-05-01	Financial Request Processing	01 July 2023	0	ICT Manager	-do-
	Measurement, Analysis and Improvement	WI-IQA-06-01	Application and Evaluation of Internal Quality Auditors and Observers	01 July 2023	1	Lead Auditor	-do-
		WI-IQA-06-02	How to Monitor the Availability of Equipmen	01 July 2023	1	Maintenance Officer	-do-

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<b>Forms Manual</b>	User's Guide	FM-QMR-01-01	Table of Contents	01 July 2023	5	DC	0-Document Custodian 1-Regional Director 2-QMR
		FM-QMR-01-02	Objectives of the Forms Manual	01 July 2023	1	DC	-do-
		FM-QMR-01-03	Authorization for the Implementation/ Updating Responsibility	01 July 2023	1	DC	-do-
		FM-QMR-01-04	Distribution of the Forms Manual	01 July 2023	1	DC	-do-
		FM-QMR-01-05	Coding System for Work Instructions Manual	01 July 2023	1	DC	-do-
	Documented Requirements	DC F01	Document Change Request File	16 August 2007	0	DC	-do-
		DC F03	Document Control Index	16 August 2007	0	DC	-do-
		DC F04	Master List of Externally Sourced Documents	16 August 2007	0	DC	-do-
		DC F05	Master List of Controlled Documents	16 August 2007	0	DC	-do-
		DC F06	Master List of Quality Records	01 July 2023	0	DC	-do-
	Resource Management	FASS-HR-F01	Requisition for Employee	01 August 2020	0	HR Unit	0 – DC
		FASS-HR-F02	Checklist of Requirements for Appointment	16 August 2007	0	HR Unit	-do-
		FASS-HR-F03	Performance Evaluation Form	16 August 2007	0	HR Unit	-do-
		FASS-HR-F04	Competency Assessment Form	16 August 2007	0	HR Unit	-do-
		FASS-HR-F05	Training Program Impact Assessment Form	16 August 2007	0	HR Unit	-do-
		FASS-HR-F06	Employee Competency GAP Monitoring	22 December 2021	1	HR Unit	-do-
		FASS-MAIN-F01	Request for Maintenance	16 February 2021	1	Maintenance Officer	-do-

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		FASS-MAIN-F02	Equipment Maintenance Schedule	16 August 2007	0	Maintenance Officer	-do-
		FASS-MAIN-F03	Equipment Maintenance Record	16 August 2007	0	Maintenance Officer	-do-
		FASS-MAIN-F04	Equipment Data Record	16 August 2007	0	Maintenance Officer	-do-
		FASS-MAIN-F05	Building Maintenance Checklist	12 February 2020	0	Maintenance Officer	-do-
		FASS-MAIN-F06	Information System Data Record	23 December 2021	0	Maintenance Officer	-do-
		FASS-MAIN-F07	Information System Maintenance Record	23 December 2021	0	Maintenance Officer	-do-
		FASS-MAIN-F08	Request for Information System Maintenance Form	23 December 2021	0	Maintenance Officer	-do-
		FASS-MAIN-F05-A	Information System Maintenance Schedule	22 December 2021	0	Maintenance Officer	-do-
	Product Realization	FM-FOS-SET-F01	Customer's Profile Form	01 July 2023	2	ARD, FOS	-do-
		FOS-SET-F02	Training Evaluation Form	29 November 2017	3	ARD, FOS	-do-
		FOS-SET-F03	RTEC Report on Project Monitoring and Evaluation	01 June 2020	2	ARD, FOS	-do-
		FOS-SET-F04	Provincial Technical Evaluation Report on Request for Restructuring of Refund Schedule	01 July 2023	4	ARD, FOS	-do-
		FOS-SET-F05	RTEC Report on Request for Re-alignment of Line-Item Budget	01 July 2020	1	ARD, FOS	-do-
		FOS-SET-F06	RTEC Report on Request for Project Termination	16 August 2007	0	ARD, FOS	-do-

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Type of Manual/ Document	Section	Document Code	Document Title	Effectivity Date	Revision No.	Person Responsible	Copyholder/ Distribution
		FM-FOS-SET-F07	SETUP Pre-Project Information Sheet (Pre-PIS)	01 July 2023	3	ARD, FOS	-do-
		FOS-SET-F08	Project Information Sheet	01 June 2020	2	ARD, FOS	-do-
		FOS-SET-F09	Report on Problems and Corrective Measures Identified	01 July 2023	1	ARD, FOS	-do-
		FM-FOS-SET-F11	Attendance Sheet	01 July 2023	2	ARD, FOS	-do-
		FOS-SET-F15	Project Proposal Format/Contents	01 June 2020	1	ARD, FOS	-do-
		FM-FOS-SET-F16	Checklist of Documentary Requirements	01 July 2023	2	ARD, FOS	-do-
		FOS-SET-F17	Application For Technology Needs Assessment	11 November 2019	1	ARD, FOS	-do-
		FOS-SET-F18	Technology Needs Assessment (TNA) Report	11 November 2019	1	ARD, FOS	-do-
		FM-FOS-SET-F26	Status Report	01 July 2023	0	ARD, FOS	-do-
		FOS-SET-F27	Competence Evaluation Form	01 July 2023	0	ARD, FOS	-do-
		FM-FOS-SET-F18a	Application for Technology Needs Assessment (TNA Form 1)	01 July 2023	0	ARD, FOS	-do-
		FM-FOS-SET-05-F03a	Project Proposal Evaluation Sheet	02 January 2013	1	ARD, FOS	-do-
		FM-FOS-GIA-05-F01	Grant-in-Aid Request for Release of Funds	01 July 2023	0	ARD, FOS	-do-
		FM-FOS-GIA-05-F02	Detailed Research & Development Program Proposal	01 July 2023	0	ARD, FOS	-do-
		FM-FOS-GIA-05-F03	Detailed Research & Development Program Proposal for Basic/ Applied Research	01 July 2023	0	ARD, FOS	-do-
		FM-FOS-GIA-05-F04	Non-R&D Project Proposal	01 July 2023	0	ARD, FOS	-do-
		FM-FOS-GIA-05-F06	Training Request Assessment Report	01 July 2023	0	ARD, FOS	-do-
		TS-STSc-F01	Scholarship Orientation Registration Form	16 August 2007	0	STSc	-do-

Prepared by:	Approved by:
Document Custodian	Quality Management Representative

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		TS-STSc-F02	Monitoring Sheet	16 August 2007	0	STSc	-do-
		TS-STSc-F03	Monitoring Form	16 August 2007	0	STSc	-do-
		TS-STSc-F04	DOST-SEI Scholar-Graduate Tracer Form	16 August 2007	0	STSc	-do-
		TS-STIS-F01	Customers' Registration Form	14 January 2019	2	STIS	-do-
		FM-FASS-PSU-F15	Report on the Physical Count of Semi-Expandable Property (RPCSP)	01 July 2023	0	Supply Officer	-do-
		FM-FASS-PSU-F16	Inventory and Inspection Report of Unserviceable Semi-Expandable Property (IIRUSP)	01 July 2023	0	Supply Officer	-do-
		FM-FASS-PSU-F17	Semi-Expandable Property Card (SEPC)	01 July 2023	0	Supply Officer	-do-
		FM-FASS-PSU-F18	Inventory Transfer Report (ITR)	01 July 2023	0	Supply Officer	-do-
		FASS-PUR-F01	Supplier Information Sheet (SIS)	01 July 2023	4	Supply Officer	-do-
		FASS-PUR-F02	Supplier Evaluation Sheet (SES)	01 July 2023	4	Supply Officer	-do-
		FASS-PUR-F03	Supplier Performance Rating	08 August 2019	3	Supply Officer	-do-
		FASS-PUR-F04	Addendum (List of Accredited Suppliers)	25 November 2019	1	Supply Officer	-do-
		FASS-PUR-F05	Purchase Request (PR)	01 July 2023	1	Supply Officer	-do-
		FASS-PUR-F06	Request for Quotation	01 July 2023	1	Supply Officer	-do-
		FASS-PUR-F07	Abstract of Bids	16 August 2007	0	Supply Officer	-do-
		FASS-PUR-F08	Purchase Order (PO)	01 July 2023	2	Supply Officer	-do-
		FASS-PUR-F09	Inspection and Acceptance Report (IAR)	01 July 2023	2	Supply Officer	-do-
		FASS-PUR-F10	Obligation Slip	01 Febraury 2016	3	Supply Officer	-do-
		FASS-PUR-F13	Disbursement Voucher (MDS 101)	01 July 2019	2	Supply Officer	-do-
		FASS-PUR-F14	Disbursement Voucher (TF S&T)	16 August 2007	0	Supply Officer	-do-

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		FASS-PUR-F15	BAC Resolution	03 February 2014	1	Supply Officer	-do-
		FASS-PUR-F17	Job Order Form	16 August 2007	0	Supply Officer	-do-
		FASS-PUR-F18	Procurement Document Tracking Form	25 November 2019	1	Supply Officer	-do-
		FASS-PUR-F19	Procurement Performance Rating Sheet	04 January 2008	0	Supply Officer	-do-
		FASS-PUR-F20	Procurement Evaluation Sheet Goods and Services	01 July 2023	2	Supply Officer	-do-
		FASS-PUR-F21	Procurement Evaluation Sheet Infrastructure Projects	01 July 2023	0	Supply Officer	-do-
		FASS-PUR-F22	Procurement Evaluation Sheet Consulting Services	01 July 2023	0	Supply Officer	-do-
		DOST IX-QMS-F01	Customer Feedback Form	16 August 2007	0	QMR	-do-
		DOST IX-QMS-F02	Customer Feedback Monitoring Report	16 August 2007	0	QMR	-do-
	Measurement, Analysis and Improvement	FM-QMR-06-F03	Nonconformity and Corrective Action Report	01 July 2023	5	Lead Auditor	0-Documents Custodian 1-Regional Director 2-QMR
		DOST IX-QMS-F04	Preventive Action Report	16 August 2007	0	Lead Auditor	-do-
		DOST IX-QMR -06-F05	DOST IX Risk Management Plan	01 July 2023	0	QMR	-do-
		DOST IX-QMR -06-F06	DOST IX Monitoring of Actions to Address the Risk	01 July 2023	0	QMR	-do-
		DOST IX-QMR -06-F07	DOST IX Opportunity Management Plan	01 July 2023	0	QMR	-do-
		DOST-IX-QMR -06-F08	DOST IX Monitoring of Actions to Use the Opportunity	01 July 2023	0	QMR	-do-
		FM-IQA-06-F01	Notice of QMS Internal Audit	01 July 2023	1	Lead Auditor	-do-

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		IA-F02	Audit Checklist	26 November 2021	6	Lead Auditor	-do-
		IA-F03	Application for Internal Quality Auditor	16 August 2007	0	Lead Auditor	-do-
		IA-F04	Internal Quality Auditor Performance Rating	16 August 2007	0	Lead Auditor	-do-
		FASS-PUR-F05	Customer Satisfaction Feedback, Purchasing	01 April 2014	2	Supply Officer	0 – DC
		DOST IX-QMS-F06	Customer Satisfaction Feedback, S&T Intervention	01 July 2023	3	FOS-SETUP	-do-
		DOST IX-QMS-F07	Customer Satisfaction Feedback, Innovation System Support	01 July 2023	3	FOS-SETUP	-do-
		DOST IX-QMS-F08	Customer Satisfaction Feedback, TS STSc	01 July 2023	3	STSc	-do-
		TS-STIS-F09	Customer Satisfaction Feedback, TS STIS	01 April 2014	3	STIS	-do-
		DOST IX-QMR-F02	Customer Satisfaction Feedback, Maintenance	01 July 2023	3	Maintenance Officer	-do-
		DOST IX-QMS-F11	Equipment Monitoring Sheet	16 August 2007	0	Supply Officer	-do-
		FM-ORD-MIS-06-F17	Customer Satisfaction Feedback, ICT/ MIS	01 July 2023	0	MIS/ ICT Manager	-do-
		DOST IX-QMS-F25	Customer Satisfaction Feedback, RPMO Office Evaluation	01 July 2023	1	RPMO	-do-
<b>Master Lists</b>	Controlled Documents	ML-DC-01	Master List of Controlled Documents (DC)	21 July 2023	6	DC	0-Document Custodian 1-Regional Director 2-QMR
	Externally Sourced	ML-DC-02	Master List of External Documents (DC)	01 July 2023	1	DC	0 – DC

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	Documents	ML-FASS-MAIN-01	Master List of External Documents (FASS-Maintenance)	01 July 2023	7	JMMM/ ADM	0-Document Custodian 1-Process Owner
		ML-FOS-SET-01	Master List of External Documents (FOS)	01 July 2023	2	RJA	0-Document Custodian 1-Process Owner
		ML-FASS-PUR-01	Master List of External Documents (FASS-Pur)	01 July 2023	3	RBG	0-Document Custodian 1-Process Owner
	Quality Records	DC 06-DC-001	Master List of Quality Records - DC	01 July 2023	0	DC	0 – DC
		DC 06-QMR-001	Master List of Quality Records - QMR	01 July 2023	1	QMR	0-Document Custodian 1-Process Owner
		DC-06-FASS-HR-01	Master List of Quality Records – FASS-HR	01 July 2023	3	ARD, FASS	0-Document Custodian 1-Process Owner
		DC-16-FASS-MAIN-01	Master List of Quality Records – FASS-Maintenance	01 July 2023	2	JMMM/ ADM	0-Document Custodian 1-Process Owner
		DC-06-TS-STSc-001	Master List of Quality Records – TS-STSc	01 July 2023	0	JBN/ ZFA/ SSB/ SVA	0-Document Custodian 1-Process Owner
		DC-06-IQA-001	Master List of Quality Records – IQA	21 July 2023	1	JEA	0-Document Custodian 1-Process Owner
		DC-03F	Master List of Quality Records – FOS-SETUP	30 June 2023	2	RJA	0-Document Custodian 1-Process Owner

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		DC-06-FASS-PUR-001	Master List of Quality Records – FASS-Pur	01 July 2023	2	RBG	0-Document Custodian 1-Process Owner
		DC-06-STIS-03H	Master List of Quality Records – STIS	01 July 2023	3	RJA/ GAA	0-Document Custodian 1-Process Owner
Obsolete Documents							
Forms Manual	Documentation Requirements	DC F02	Issue/ Withdrawal Form	01 July 2023	0	DC	0 – DC
	Product Realization	FOS-SET-F03b	RTEC’s Action on Proponent’s Response/ Submission of Required Documents	01 July 2023	0	ARD, FOS	0 – DC
		FOS-SET-F03c	Final Evaluation Sheet	01 July 2023	0	ARD, FOS	0 – DC
		FOS-SET-F10	Participant’s Registration Form	01 July 2023	0	ARD, FOS	0 – DC
		FOS-SET-F12	Needs Assessment Plan	01 July 2023	0	ARD, FOS	0 – DC
		FOS-SET-F13	Core Business Function Modules	01 July 2023	0	ARD, FOS	0 – DC
		FOS-SET-F14	Assessment Report	01 July 2023	0	ARD, FOS	0 – DC
		TS-STIS-F05	Impact Assessment Questionnaire for Digital Literacy	01 July 2023	0	STIS Center Manager	0 – DC
		TS-STIS-F04	Internet Search Fee	01 July 2023	0	STIS Center Manager	0 – DC
		TS-STIS-F03	Borrower’s Gate Pass	01 July 2023	0	STIS Center Manager	0 – DC
		TS-STIS-F02	STIC Membership Application Form	01 July 2023	0	STIS Center Manager	0 – DC
Procedures Manual	Product Realization	PM-TS-STIS-05-05	Digital Literacy Training	01 July 2023	2	STIS Center Manager	0 – DC
Work Instructions	Product	WI-FOST-SET-05-19	Project Management	01 July 2023	0	ARD, FOS	0 – DC

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<b>Manual</b>	Realization	WI-TS-STIS-05-01	How to Avail Print and Non-Print Resources of the STIC	01 July 2023	0	STIS Center Manager	0 – DC
		WI-TS-STIS-05-02	How to Avail Specialized Databases of the STIS	01 July 2023	0	STIS Center Manager	0 – DC
	Resource Management	WI-FASS-MAIN-04-02	How to Clean the Keyboard	01 July 2023	0	Maintenance Officer	0 – DC
		WI-FASS-MAIN-04-01	How to Clean the Computer CPU	01 July 2023	1	Maintenance Officer	0 – DC

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