	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FOS-SET 05-09
	PROCEDURES MANUAL	REVISION NUMBER	7
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	PROJECT MONITORING AND EVALUATION		

1.0 OBJECTIVE

To provide a guide in monitoring and evaluation of technology transfer projects.

2.0 SCOPE

This procedure covers all activities needed in monitoring and evaluating technology transfer projects from monitoring results to formulating corrective measures 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

Technology Transfer	- refers to the process of transferring information, knowledge and skills that lead to adoption, utilization and commercialization of technological innovations.
Monitoring	- it is a systematic collection of data to provide stakeholders with indications of progress towards projects or program objectives and the use of allocated funds.
Evaluation	- is the systematic and objective assessment of an in-progress or completed project or program. It involves assessment of the project design, implementation and results.
PIS	- Project Information Sheet
IMPRESSION	- Information & Monitoring of Projects, Services and S&T Interventions
RDI	- Research and Development Institute
RPMO	- Regional Project Management Office
C/PSTO	- City/Provincial Science and Technology Office

5.0 RECORDS

- Accomplished Pre-Implementation Project Information Sheet (Pre-PIS) FOS-SET F07
- Accomplished Project Information Sheet (PIS) FOS-SET F08

Prepared by:  ARD for Field Operations Services	Approved by:  Quality Management Representative
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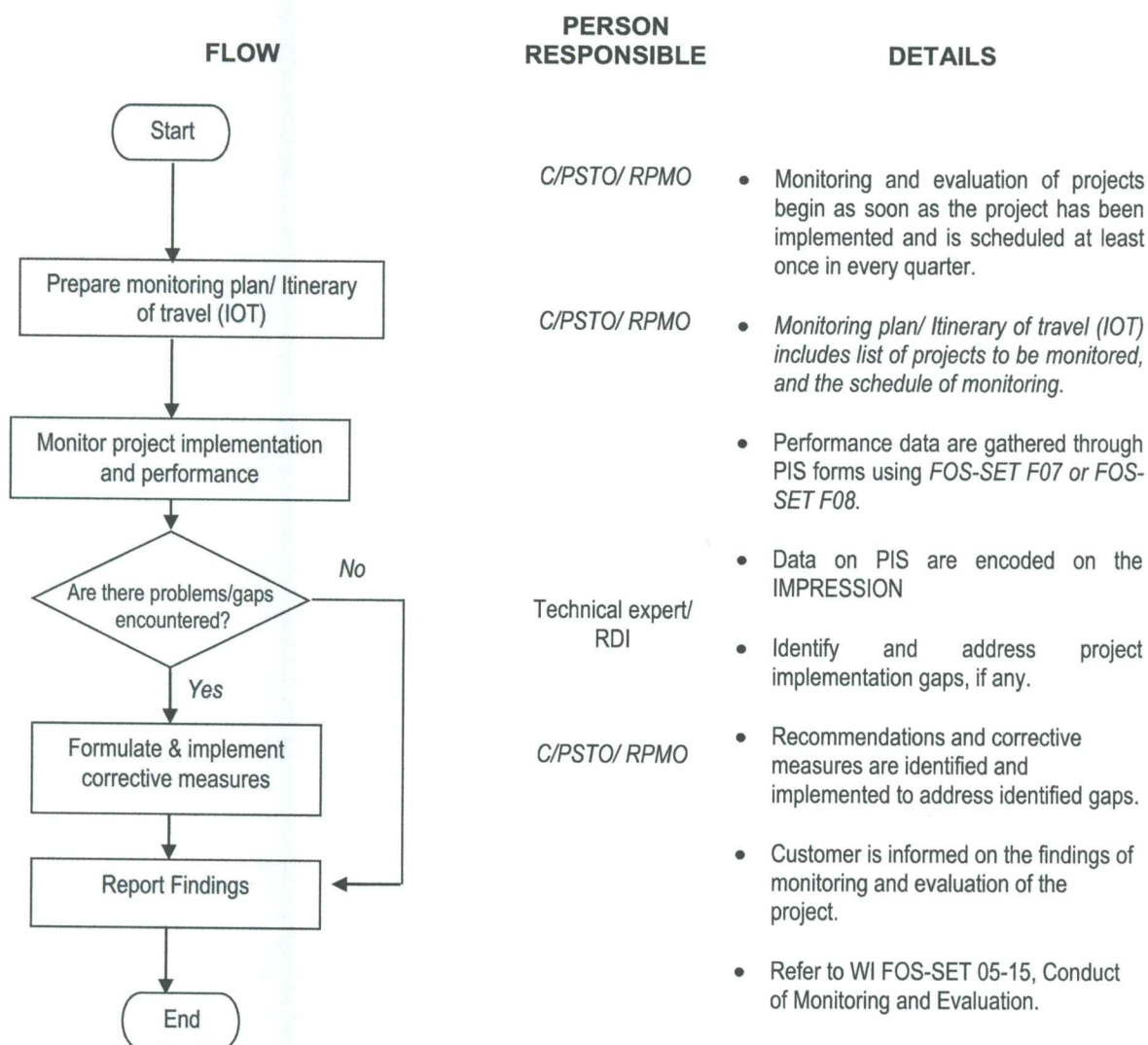
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- Report on problems encountered and corrective measures identified (should there be gaps)

6.0 REFERENCE

- WI FOS-SET 05-15, Conduct of Monitoring and Evaluation

7.0 PROCEDURE



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