DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX		DOCUMENT CODE	PM- <i>QMR</i> -02-01
PROCEDURES MANU	DDOCEDLIDES MANUAL	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
SECTION	DOCUMENTATION REQUIREMENTS	EFFECTIVITY DATE	01 July 2023
SUBJECT	DOCUMENTED INFORMA	ATION (Doci	uments)

1.0 OBJECTIVE

To ensure that all documents in DOST Regional Office No. IX's Quality Management System are approved for adequacy prior to use, reviewed and updated, identified as to changes and the current revision status, available at points of use, legible and readily identifiable, identified as to external origin and their distribution controlled and prevented from unintended use of obsolete documents.

2.0 SCOPE

This procedure covers all activities related to the control of internal and external documents.

3.0 ACCESS

This manual is made accessible through the Document Management System (DMS) that serves as the central repository for all relevant documents related to QMS.

The original copy of this document is managed by the Document Custodian, and any updates, revisions, or modifications to this manual should be directed to the Document Custodian for proper documentation and version control.

4.0 DEFINITION OF TERMS

Controlled Documents -	refer to documents for which there are specified requirements on initiation/ review/ approval/ registration/ issuance/ revision/ obsolescence and withdrawal.
DC -	refers to Document Custodian.
Document Change Request (DCR)-	refers to form used to create or change a document.
Effectively Date -	refers to the date when a revision is made effective and is indicated on a per page per document basis.
External Documents -	refer to documents not generated by DOST Regional Office No. IX.
Internal Documents -	refer to documents generated by DOST Regional Office No. IX.
Master List -	refers to list, which identifies the Quality Management System documents indicating current revision status.

Prepared by:	Approved by:
Document Custodian	Quality Management Representative

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Revision No.

refers to the frequency of revisions on a document as reflected on a per page per document basis.

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5.0 RECORDS

- Document Change Request File (DC F01)
- Document Control Index File (DC F03)

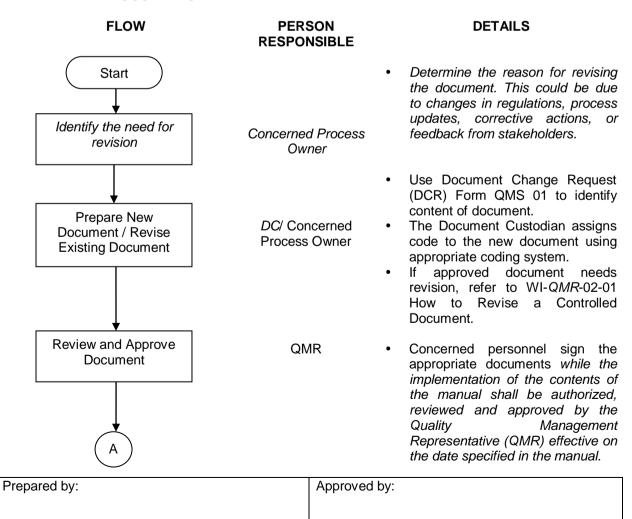
6.0 REFERENCES

- WI-QMR-02-01 How to Revise a Controlled Document
- Master List of Controlled Documents
- Master List of External Documents
- ISO 9001:2015 Standard

Document Custodian

6.0 PROCEDURE

A. INTERNAL DOCUMENTS



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FLOW PERSON DETAILS RESPONSIBLE . Signatures are in blue ink to have distinction of the original copies. documents not requiring signatures, back portion of the original copies are marked "Controlled Copy". Effectivity date is set at least one (1) week after approval to allow orientation/training. Assign DCR No. and **Document Custodian** The Document Control Update the Document contains the document code, document title, revision no., and Control Index effectively date. Process Owners/ DC/ Check for legibility, format and MIS Unit completeness of document/s before reproduction. WI-QMR-02-02 Refer to Withdrawal of Obsolete Copies of Documented Information for documents subject for removal/withdrawal. For process owners wanting to request removal of obsolete documents; to submit Document Change Request (DCR) Form QMS 01 to identify reason for removal/deletion of documents in the DMS. File Documented DC/ MIS Unit Approved documents for removal/ Information obsolete are to be tagged as "Obselete" in the DMS by the MIS Unit in-charged. Original copies of QMS documents are filed and kept at filing cabinets with proper labels for easy retrieval of records and safekeeping to protect from damage. Scanned copies of the documents Orient Personnel on are uploaded in the DMS that New / Revised DC/ QMR serves as the central repository for Document all relevant documents related to QMS. Once the document has been approved, communicate the changes to the relevant parties who will be affected by the revision End thru issuance of memo. Ensure Prepared by: Approved by:

Quality Management Representative

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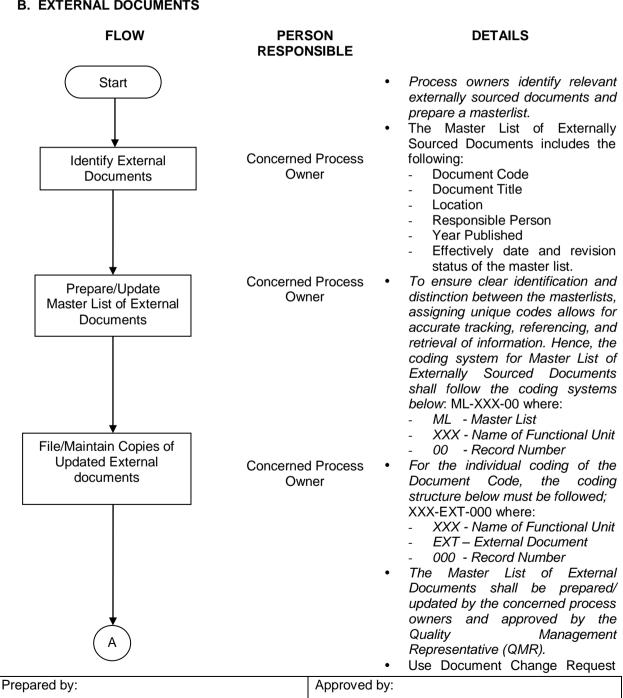
FLOW DETAILS PERSON RESPONSIBLE

> that all stakeholders are aware of updated version understand how to access it.

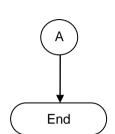
Quality Management Representative

B. EXTERNAL DOCUMENTS

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MIS Unit

(DCR) Form indicating the changes made (for revisions).

- Concerned Process Owner keeps their own updated Master List of External Documents, filed and kept at filing cabinets with proper labels for easy retrieval of records and safekeeping to protect from damage.
- Scanned copies of these documents are uploaded/ accessible in the DMS.

Prepared by:	Approved by:	
Document Custodian	Quality Management Representative	