

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-QMR-01-02
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	1
SECTION	USER'S GUIDE	PAGE NUMBER	1 of 1
SUBJECT	<b>OBJECTIVES OF THE PROCEDURES MANUAL</b>	EFFECTIVITY DATE	01 July 2023

The objectives of the Procedures Manual are:

- To define the scope and purpose of the Quality Management System of the DOST Regional Office No. IX;
- To define the responsibilities for each process;
- *To be used as a training tool for new employees, providing them with a comprehensive overview of the organization's processes and procedures. To help in the onboarding of new staff members and facilitates their understanding of the organization's quality requirements.*
- To establish standardized procedures and processes throughout the organization to ensure quality products and services; and
- To serve as guidelines and provide a clear framework for employees to follow, ensuring consistency in the execution of tasks and activities.

Prepared by:	Approved by:
 Document Custodian	 Quality Management Representative