



	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FOS-SET 05-15
	WORK INSTRUCTIONS	REVISION NUMBER	2
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	CONDUCT OF MONITORING AND EVALUATION		

PERSON RESPONSIBLE:

ARD for Field Operations Services
Program Manager
City/Provincial S&T Office Personnel

STEPS:

- 1.0 For newly-approved projects, conduct monitoring and evaluation as soon as the implementation has started;
- 2.0 For on-going SETUP projects, conduct monitoring and evaluation at least once every quarter. Performance data are gathered through PIS form, FOS-SET F08. The customer may or may not be informed of the on-site monitoring schedule.
- 3.0 Monitor and evaluate results based on the identified indicators stated in the PIS form and/or Status Report, FOS-SET F26, whichever is applicable. Data and information gathered from the PIS form and/or Status Report shall be encoded in DOST-IMPRESSION system.
- 4.0 Should there be problems/gaps in the project operation, corrective measures are formulated by technical personnel and implemented to address the problems. A report indicating the problems and the corrective measures undertaken to address it is prepared by the concerned technical personnel using FOS-SET F09 form;
- 5.0 C/PSTO S&T Personnel submit the report to the Office of the Regional Director through the ARD Field Operations Services.

Prepared by:  ARD for Field Operations Services	Approved by:  Quality Management Representative
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