	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FOS-SET 05-10A
	PROCEDURES MANUAL	REVISION NUMBER	1
SECTION	PRODUCT REALIZATION	PAGE NUMBER	1 of 3
SUBJECT	ORGANIZATION AND EVALUATION OF RTEC's PERFORMANCE		
		EFFECTIVITY DATE	01 July 2023

1.0 OBJECTIVE

To provide a guide on the organization and performance evaluation of the pool of external *Review and Technical Evaluation Committee (RTEC)*.

2.0 SCOPE

This will cover all processes involved in the organization up to the performance evaluation of the RTEC.

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

RTEC

- RTEC stands for *Review and Technical Evaluation Committee (RTEC)*. RTEC is composed of non-DOST personnel who are acknowledged specialists in their fields and capable of evaluating the financial, marketing, and technical aspects of project proposals.

RD

- Regional Director

PSTD

- Provincial Science and Technology Director

RPMO

- *Regional Program Management Office*

PM



- *Program Manager*


4.0 RECORDS

- Guidelines for the Constitution of RTEC
- RTEC profile form with *curriculum vitae*
- Manifestation of commitment duly signed by the RTEC
- *RTEC Performance Evaluation Form*
- *Contract*

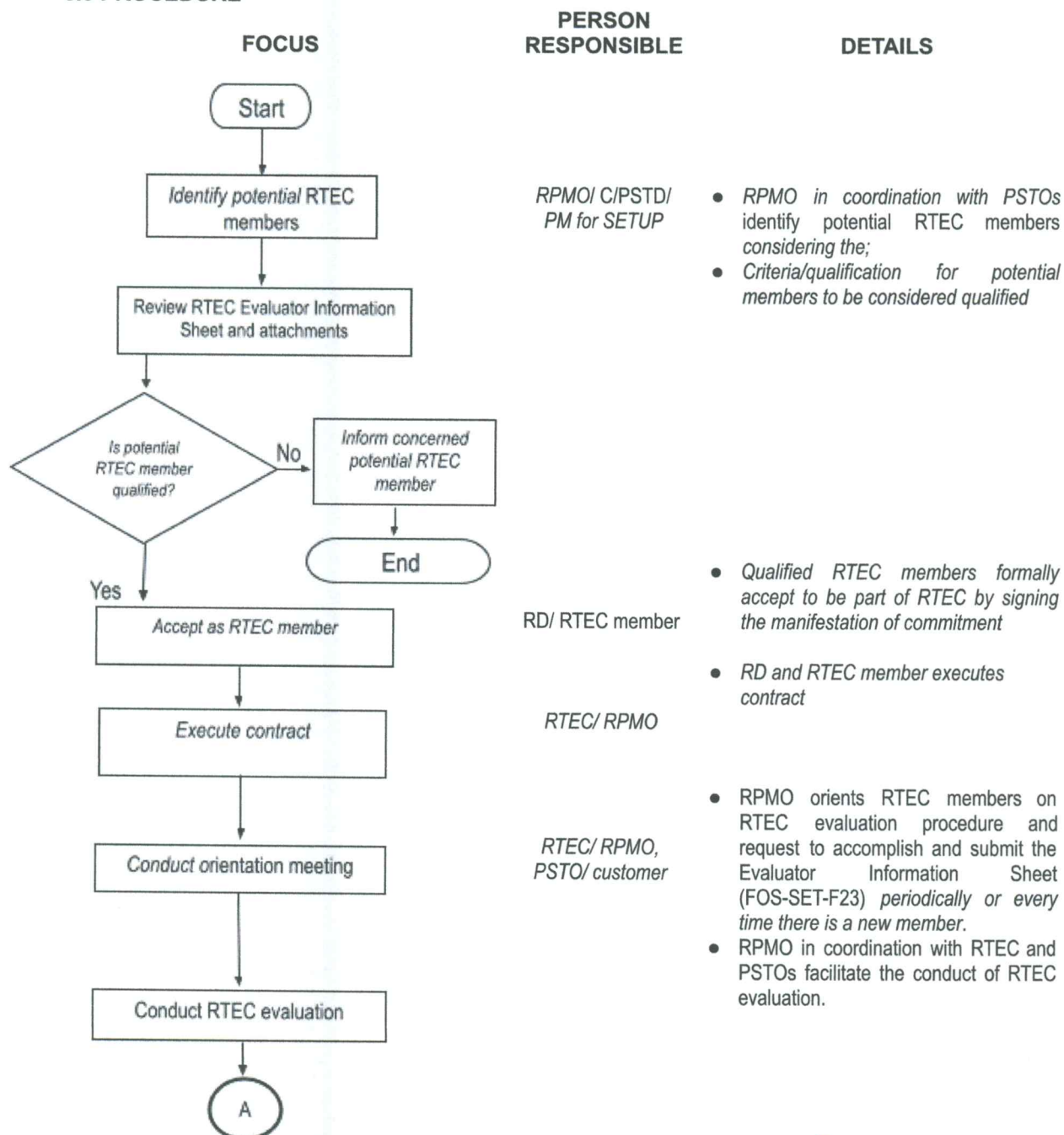
5.0 REFERENCE

- *SETUP guidelines*

Prepared by:  ARD, Field Operations Services	Approved by:  Quality Management Representative
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6.0 PROCEDURE




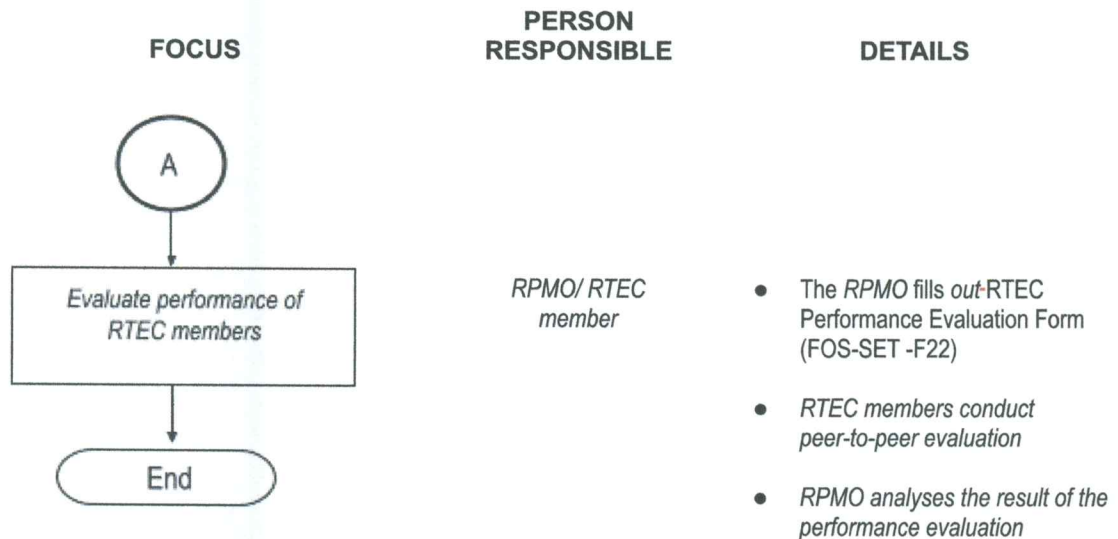
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